

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*
De'Sean Quinn, *Clerk of the Board*

Board Members: ▶ **Joe Duffie** ▶ **Dennis Robertson**
▶ **Allan Ekberg**
▶ **Kathy Hougardy** ▶ **Kate Kruller**

Monday, October 21, 2013, 8:00 PM
Tukwila City Hall Council Chambers

Resolution #15

1. CALL TO ORDER

2. SPECIAL PRESENTATION	Third Grade Voucher Program. <i>Elizabeth ("Tizzy") Bennett, Director of Guest Service and Community Benefit, Seattle Children's.</i>	Pg.1
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3. CITIZEN COMMENTS

4. CONSENT AGENDA	a. Approval of minutes: 9/16/13 b. Approval of vouchers.	
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5. PUBLIC HEARINGS	a. 2014 tax levy. b. 2014 budget.	Pg.13 Pg.21
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6. BUSINESS ITEMS	a. A discussion on the 2014 tax levy legislation (<i>prior to adoption at the next MPD Board meeting.</i>)	Pg.13
	b. Program and fees discussion.	Pg.41
	c. A discussion on the 2014 budget (<i>prior to adoption at the next MPD Board meeting.</i>)	Pg.21
	d. Discussion on Tukwila Pool Advisory Committee (TPAC) roles and responsibilities per Resolution No. 8.	Pg.45
	e. Discussion on Tukwila Pool Advisory Committee appointment process.	Pg.51
	f. Discussion on Tukwila Pool safety and hygiene.	Pg.53

7. REPORTS	a. Commissioners: • Scholarship program analysis • Meeting schedule date/time change	
	b. Staff: • Operational issues • Other items • Long-term agenda review	Pg.55
	c. Tukwila Pool Advisory Committee: • Chairperson report • Agenda and minutes	Pg.59
	d. Next meeting is November 18, 2013.	

8. MISCELLANEOUS

9. ADJOURNMENT

Tukwila City Hall is wheelchair accessible.

Reasonable accommodations are available at public hearings with advance notice to the City Clerk's Office (206-433-1800 or TukwilaCityClerk@tukwilawa.gov). This notice is available at www.tukwilawa.gov, and in alternate formats with advance notice for those with disabilities.

Tukwila Metropolitan Park District Board meetings are audio taped.

Tukwila Metropolitan Park District

Vision, Goals, & Objectives Summary

Mission: The mission of the Tukwila Pool Metropolitan Park District (MPD) is to provide the best run municipal aquatics program in the state.

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships

- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Ensure a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education

- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers

- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments

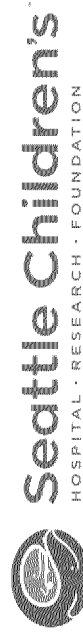
- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim

- F. To provide annual performance reporting to the community.

- G. Continue to review governance.

Elizabeth Bennett
October 21, 2013

Transforming the health of South Seattle and South King County: Community Transformation Grant (CTG) Increasing Access to Swimming and Water Recreation for All

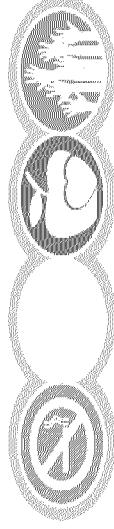


The goal of CTG

- Collaborative effort to change where we live, work and play so all King County residents can be physically active, have access to healthy foods and drinks and live in tobacco-free environments
- Focused on cities and communities in South Seattle and South King County
- City level focus: Increase opportunities for physical activity through active transportation and recreation



Seattle Children's
HOSPITAL · RESEARCH · FOUNDATION



HEALTHY KING COUNTY COALITION
Mobilizing communities to achieve health equity

Public Health
Seattle & King County



Why focus on policy, system, environment change

- Policy, systems and environmental (PSE) changes have long-term and sustainable impacts
- Broader reach
- Work best together with strong programming and outreach
- By focusing on PSE changes instead of solely on programs, funds can have the widest reach and impact



Seattle Children's
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HEALTHY KING COUNTY COALITION
Mobilizing communities to achieve health equity

Public Health
Seattle & King County



Tukwila has smoke-free parks

Congratulations on smoke-free parks policy passed on July 15, 2013!

Tukwila joins 15 other park systems in King County in being smoke-free

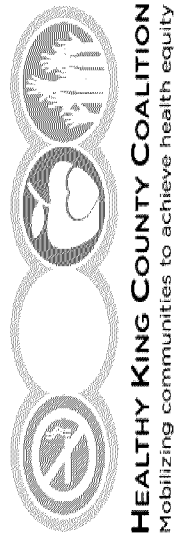


Tukwila Parks & Recreation Policy & Procedure Manual **PARK OPERATIONS Section 800**

Policy	Tobacco-Free Parks	Policy #	800.01
Effective Date	JULY 15, 2013		
Last Revised	NEW		
Approved By	Rena Stone	Date	7-15-13

PURPOSE OF POLICY:
 City parks and trails are intended for healthy enjoyment of all citizens, including children and youth. Tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities at City-owned or operated parks and facilities is detrimental to the health and can be offensive to those using such facilities.

POLICY STATEMENT:
 1. To help protect the health, safety and welfare of the citizens of Tukwila, the use of tobacco or other unapproved nicotine delivery products is discouraged in all city parks and outdoor



Single gender swims

- Help expand exercise and recreation opportunities for women and/or men who cannot swim in a co-ed environment because of cultural, religious or personal reasons.
- In sync with Tukwila Pool's vision to provide a sustainable and efficient pool that exceeds the community's needs.

Physical activity

- The American Academy of Pediatrics recommends at least 60 minutes of physical activity a day; swimming is one option¹
- The American Academy of Pediatrics (AAP) recommends swimming lessons starting after age one²
- Knowing how to swim creates opportunities for other water recreation (e.g. kayaking, rowing, and surfing) and jobs (e.g. lifeguard)

1. Centers for Disease Control and Prevention. Fact sheet for health professionals on physical activity guidelines for children and adolescents. June, 2009. Available at: http://www.cdc.gov/hccdphp/dnpsa/physical/pdf/PA_Fact_Sheet_Children.pdf

2. Spear BA et al. Recommendations for treatment of child and adolescent overweight and obesity. *Pediatrics*. 2007; 120;;S254-S288.



Safety

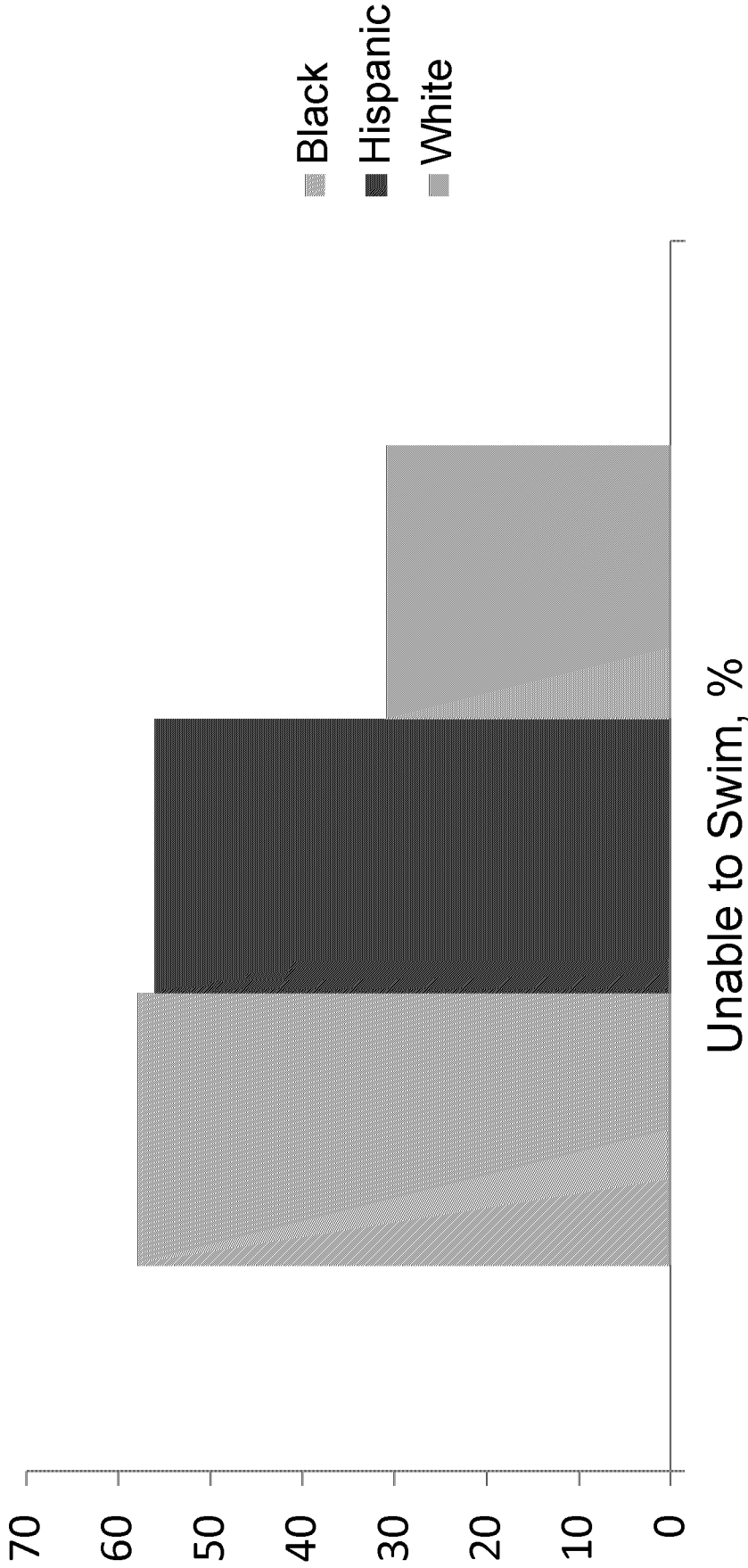
- Drowning is the 2nd leading cause of unintentional injury death for children ages 1 to 14 years, and the 5th leading cause for people of all ages¹
- Death rates for blacks are significantly higher than the overall death rate ¹
- Racial/ethnic disparity in drowning death rates was greatest among children aged 5–14 years¹
- Taking formal swimming lessons is associated with an 88% reduction in drowning risk²

1. Centers for Disease Control Unintentional Drowning: Get the Facts <http://www.cdc.gov/HomeandRecreationalSafety/Water-Safety/waterinjuries-factsheet.html>

2. Brenner R, Taneja G, Haynie D, et al. The association between swimming lessons and drowning in childhood: a case-control study. *Arch Pediatr Adolesc Med.* 2009; 163(3):203–210.



Health equity



1. Irwin, C.C., Irwin, R.L., Ryan, T.D., Drayer, J. Urban minority youth swimming (in)ability in the United States and associated demographic characteristics: Toward a drowning prevention plan. *Injury Prevention*, 2009, 15: 234-239.

Offering single gender swims

ChangeLab Solutions works with neighborhoods, cities, and states to transform communities with laws and policies that create lasting change. They helped assess policies related to single gender swims.

- There are publicly available single gender swims in several communities locally and nationally including Seattle, New York City, Portland, San Diego and Columbia, MD.
- They did not find any lawsuits specific to single gender swim sessions.
- Without statutory or case law specific to single gender swims, the law and potential liability is still unclear.

Recommendations include:

- Schedule single gender sessions when the pool would otherwise be closed or is least utilized.
- Offer sessions for both men and women regardless of religious, cultural or ethnic background.
- Contact Tukwila City Attorney and Equity and Diversity Commission.

Single Gender Swims in Seattle and King County

- There are 8 women swim programs in King County offered by YMCA, Seattle Parks, Evergreen Pool and Kent Meridian Pool currently offer public women swim programs
- There is strong community interest in having women swim programs at the Tukwila pool

Dear The tukwila pool advisory committee

once I heard that the tukwila pool was starting to have a women only swim, I was so happy because in my religion women cant just go swimming in public, we have to have certain guidelines. Also in order to go swimming such as finding an indoor pool, having the windows covered etc. The tukwila pool staff have done a wonderful job in accommodating our needs. For that reason



Tukwila Pool

- This is a huge community asset – it’s essential to have a public pool!
- Be proud that you have a pool that is available to all – many communities are struggling to have one
- You have high quality, committed staff who work hard to provide options for everyone




Thank you for all you do
to make Tukwila a
healthy place for all

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

BY: Vicky Carlsen, Deputy Finance Director

DATE: October 16, 2013

SUBJECT: Public Hearing 2014 Tax Levy

ISSUE

Approval of resolutions adopting general property tax levy for 2014 by November 29, 2013 and increasing the property levy by 1%.

FINANCIAL IMPACT

Approving these two resolutions will allow the TMPD to continue collecting property tax revenue. Preliminary property tax collection for 2014 is estimated to be \$704,761.

DISCUSSION

A Public Hearing for adoption of the 2014 property tax levy is required by RCW 84.55.120. The Hearing is scheduled for October 21, 2013. Two resolutions are necessary for the 2014 property tax levy.

Resolution – General Tax Levy

This resolution sets the general tax levy amount for 2014. The Tukwila Metropolitan Park District (TMPD) was notified on September 23, 2013 that the assessed value for 2014 is projected to be \$4,707,092,379. The allowable levy projected by King County and documented on the Preliminary Levy Limit Worksheet-2013 Tax Roll is \$704,761. However, the Resolution states a levy amount of \$725,000. Asking for a slightly higher levy amount that stated in the preliminary Levy Worksheet gives the TMPD room to account for changes in new construction that could occur prior to the end of 2013. If the final allowable levy is less than the resolution amount, King County Department of Assessments will adjust the resolution amount to the final allowable levy amount and no further action by the Board will be required. If the final allowable levy is more than the resolution, a revised resolution will be approved by the Board prior to the end of the year.

The assessed value is subject to change until final levy rate determination. If the final allowable levy is less than the amount in the resolution, King County Department of Assessment will adjust the resolution amount to the final allowable levy amount and no further action by the Board of Commissioners will be required. If the allowable levy is more than the amount in the resolution, a revised resolution will need to be adopted prior to the end of the fiscal year.

Resolution – Tax Levy Increase

This resolution increases an increase in the TMPD regular property tax levy by 1.00% from the previous year and is required to receive the 1.00% increase. The increase is exclusive of new construction, improvements to property or increases in the value of State-assessed property.

RECOMENDATION

The Board is being asked to approve the resolutions adopting the general tax levy at the November 18, 2013 Board meeting. A public hearing was conducted at the October 21, 2013 Board of Commissioners meeting.

ATTACHMENTS

- Draft Resolution – General Tax Levy
- Draft Resolution – Tax Levy Increase
- Preliminary Levy Limit Worksheet-2014 Tax Roll

Tukwila Metropolitan Park District

Resolution No. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TUKWILA METROPOLITAN PARK DISTRICT
LEVYING THE GENERAL TAXES FOR THE FISCAL YEAR
COMMENCING JANUARY 1, 2014, ON ALL PROPERTY
BOTH REAL AND PERSONAL WITHIN SAID DISTRICT.**

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District has considered the District's anticipated financial requirements for 2014 and the amounts necessary and available to be raised by ad valorem taxes on real and personal property; and

WHEREAS, the Board has reviewed the preliminary assessed valuation calculation provided by the County;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

There shall be and hereby is levied on all real and personal property in the Tukwila Metropolitan Park District, in King County, whose estimated assessed valuation is \$4,707,092,379, current taxes for the ensuing year commencing January 2014, in the amount of \$725,000.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2013.

ATTEST/AUTHENTICATED:

De'Sean Quinn, Clerk of the Board

Verna Seal, President, Board of Commissioners

APPROVED AS TO FORM BY:

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____

Snure Law Office, PSC, Commission Attorney

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT INCREASING THE REGULAR LEVY FROM THE PREVIOUS YEAR, COMMENCING JANUARY 1, 2014, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN COMPLIANCE WITH RCW 84.55.120.

WHEREAS, following proper notice, a public hearing was held on October 21, 2013, pursuant to RCW 84.55.120; and

WHEREAS, the Tukwila Metropolitan Park District's actual levy amount from the previous year was \$695,460.00; and

WHEREAS, the population of the District is greater than 10,000; and

WHEREAS, after hearing and duly considering all relevant evidence and testimony presented, the Board of Commissioners has determined that in order to discharge its expected expenses and obligations it is in the District's best interest to increase property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of State-assessed property;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

An increase in the regular property tax levy is hereby authorized for the levy to be collected in 2014 in the amount of \$6,955, which is a percentage increase of 1.00% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of State-assessed property, any annexations that have occurred and refunds made.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2013.

ATTEST/AUTHENTICATED:

De'Sean Quinn, Clerk of the Board

Verna Seal, President, Board of Commissioners

APPROVED AS TO FORM BY:

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____

Snure Law Office, PSC, Commission Attorney

PRELIMINARY

LEVY LIMIT WORKSHEET – 2014 Tax Roll

TAXING DISTRICT: **Tukwila Pool Metropolitan Park**

The following determination of your regular levy limit for 2014 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
695,460	Levy basis for calculation: (2013 Initial Levy) (Note 2)	695,460
1.0100	x Limit Factor	1.0314
702,415	= Levy	717,297
13,190,837	Local new construction	13,190,837
0	+ Increase in utility value (Note 3)	0
13,190,837	= Total new construction	13,190,837
0.15000	x Last year's regular levy rate	0.15000
1,979	= New construction levy	1,979
704,394	Total Limit Factor Levy	719,276
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
704,394	Total Limit Factor Levy + new lid lifts	719,276
4,707,092,379	÷ Regular levy assessed value less annexations	4,707,092,379
0.14965	= Annexation rate (cannot exceed statutory maximum rate)	0.15281
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
704,394	+ Limit Factor Levy	719,276
704,394	= Total RCW 84.55 levy	719,276
367	+ Relevy for prior year refunds (Note 5)	367
704,761	= Total RCW 84.55 levy + refunds	719,643
	Levy Correction: Year of Error _____ (+or-)	
704,761	ALLOWABLE LEVY (Note 6)	719,643
Increase Information (Note 7)		
0.14972	Levy rate based on allowable levy	0.15288
695,460	Last year's ACTUAL regular levy	695,460
6,955	Dollar increase over last year other than N/C – Annex	21,837
1.00%	Percent increase over last year other than N/C – Annex	3.14%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	4,707,092,379
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	3,530,319
	+Omitted assessments levy	0
	=Maximum statutory levy	3,530,319
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

Please read carefully the notes on the reverse side.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

BY: Vicky Carlsen, Deputy Finance Director

DATE: October 16, 2013

SUBJECT: Public Hearing 2014 Budget

ISSUE

Approval of resolution adopting 2014 operating budget.

FINANCIAL IMPACT

The MPD Board must adopt the 2014 budget by December 31, 2013.

BACKGROUND

A budget workshop was held on September 10, 2013 and items discussed at the workshop have been incorporated into the proposed 2014 budget.

DISCUSSION

The proposed 2014 budget includes revenues and expenditures for normal operations. The capital project was completed earlier in 2013. Additional assumptions included in the budget are as follows:

- Program revenues in 2014 are forecasted to exceed 2013 revenues based on increased revenues in 2013 and the reopening of the pool upon completion of the capital improvements.
- Tax Levy revenue collection begins in 2014 for an estimated \$704,395.
- City Loan repayment used to fund operations during the formation of the MPD began in June 2013 for total payments of \$88,245 and then \$121,458 annually through May 2023.
- Pool capital improvement bond repayment began in 2013 over a 15 year period ending in 2028.

The proposed 2014 budget is the direct result of 2013 forecasted results with the goal of improving the pool while being fiscally responsible. The 5-year projection is the result of improving conditions in 2013 and provides the basis for the pool operations from 2014-2018. The projections for 2015-2018 are based on the following:

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

Any changes from the October 21, 2013 regular meeting will be incorporated into the resolution prior to adoption.

CORRECTION:

Policy 2014-E identified a total of approximately 3,500 part-time hours worked annually with 850 of those hours being Lead Lifeguard hours. The impact to the budget was said to be around \$8,500 annually.

After further review it was discovered that the actual numbers should be as follows. Currently, the total annual part-time hour is 10,500 of which 850 hours are Lead Lifeguard hours. Following the recommendation of KJ Design, and increasing Lead Lifeguard staffing to include weekday evening coverage and second Lead on weekends will increase the Lead Lifeguards hours an additional 3,500. However, this will also lessen the regular Lifeguards hours by 3,500 also. So, of the 10,500 total annual part-time hours, 4,350 will be Lead Lifeguard hours and 6,150 regular Lifeguard hours.

Therefore, the approximate impact of this on the budget will be an annual increase of \$15,750 at the average pay rate of the scale. At the highest end of the pay scale, the total would be \$26,600. These numbers are based on the numbers below.

Lifeguards:	Lead Lifeguards:
\$10.60 – \$12.20 current	\$12.00 – \$14.00 current
\$11.00 – \$14.00 new rate	\$15.00 – \$18.00 new rate

RECOMMENDATION

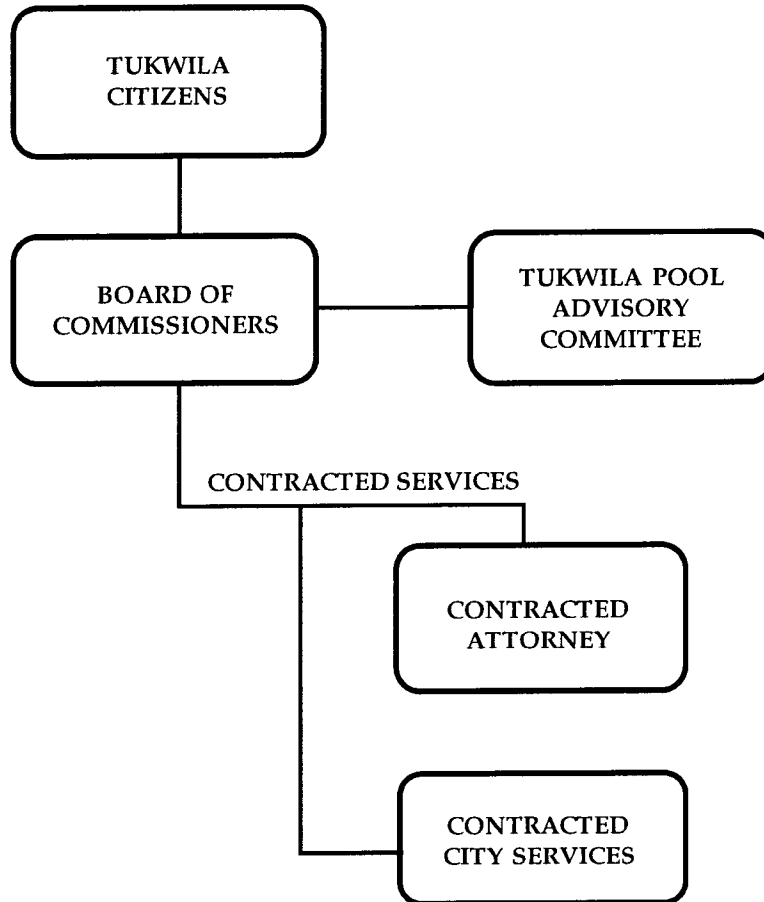
The Board is being asked to consider the 2014 Metropolitan Park District budget resolution at the October 21, 2013 regular board meeting and adopt the budget at the November 18, 2013 regular meeting.

ATTACHMENTS

- Proposed Budget 2014
- 5-Year Projection
- Budget Policy Issues 2014
- Budget Resolution in Draft form

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 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 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
Beginning Fund Balance	\$ -	\$ 59,264	\$ 197,605	\$ 379,808
REVENUE				
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	-
REVENUE TOTAL	1,028,210	1,285,470	2,345,918	950,505
Beginning Fund Balance + Revenues	1,028,210	1,344,734	2,543,523	1,330,313
EXPENDITURE				
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
EXPENDITURE TOTAL	894,096	1,534,063	2,234,276	951,833
Ending Fund Balance	134,114	(189,329)	309,247	378,480
Ending Fund Balance + Expenditures	\$ 1,028,210	\$ 1,344,734	\$ 2,543,523	\$ 1,330,313
Required Reserve - Fund Balance (15% of Operating Expenditures)		130,791	122,642	142,775

* 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
REVENUES									
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
TOTAL REVENUE	868,804	929,252	699,641	1,164,162	950,505	936,744	953,286	970,138	987,304
OVERHEAD & CAPITAL									
ADMINISTRATION/OVERHEAD									
9 EXECUTIVE DIRECTOR ⁽¹⁾	-	-	-	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
TOTAL ADMINISTRATION	117,804	117,102	54,748	123,122	167,150	168,430	170,309	174,862	176,301
CAPITAL & DEBT SERVICE									
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
TOTAL CAPITAL & DEBT SERVICE	290,408	203,850	75,971	223,262	264,588	264,588	264,588	264,588	264,588
OPERATIONS (4% growth)									
SALARIES & WAGES									
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
TOTAL SALARIES & WAGES	239,584	259,684	109,638	251,228	278,848	285,802	297,234	309,123	321,488
PERSONNEL BENEFITS									
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
TOTAL PERSONNEL BENEFITS	71,661	81,775	34,250	77,149	86,242	100,582	104,605	108,789	113,141
SUPPLIES									
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
TOTAL SUPPLIES	25,633	15,179	8,057	17,840	18,875	19,585	20,323	21,090	21,887
OTHER SERVICES & CHARGES									
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
TOTAL OTHER SERVICES & CHARGES	126,853	140,020	46,415	147,878	136,130	141,575	147,238	153,128	159,253
TOTAL OPERATIONS	463,731	496,658	198,360	494,095	520,095	547,544	569,400	592,130	615,769
TOTAL EXPENDITURES	871,943	817,610	329,079	840,479	951,833	980,562	1,004,297	1,031,580	1,056,658
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
ENDING FUND BALANCE	\$ 56,125	\$ 309,247	\$ 426,687	\$ 379,808	\$ 378,480	\$ 334,662	\$ 283,651	\$ 222,209	\$ 152,855
15% Fund Balance	\$ 130,791	\$ 122,641	\$ 49,362	\$ 126,072	\$ 142,775	\$ 147,084	\$ 150,645	\$ 154,737	\$ 158,499

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

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

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 $\frac{3}{4}$ 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	
Average	\$ 10.63	\$ 12.79	\$ 13.20	\$ 14.57	

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

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ADOPTING THE ANNUAL BUDGET OF THE METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2014.

WHEREAS, the City of Tukwila has submitted to the Board of Commissioners a budget and estimate of monies required to meet public expenses for Tukwila Metropolitan Park District for the year 2014; and

WHEREAS, a Public Hearing on the proposed budget was advertised and held on October 21, 2013;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. The Board of Commissioners of the Tukwila Metropolitan Park District hereby adopts the document entitled "Tukwila Metropolitan Park District 2014 Budget," incorporated by this reference as if fully set forth herein.

Section 2. The total of the estimated revenues and appropriations for the Tukwila Metropolitan Park District is \$1,330,313.

Section 3. A complete copy of the final budget for 2014, as adopted, together with a copy of this adopting resolution, shall be kept on file in the City Clerk's Office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities .

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2013.

ATTEST/AUTHENTICATED:

De'Sean Quinn, Clerk of the Board

Verna Seal, President, Board of Commissioners

APPROVED AS TO FORM BY:

Filed with the Clerk: _____

Passed by the Commission: _____

Resolution Number: _____


Snure Law Office, PSC, Commission Attorney

Attachment: Metropolitan Park District 2014 Budget

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 
BY: Malcolm Neely, Aquatics Coordinator
Amy Kindell, Aquatics Program Specialist

DATE: October 16, 2013

SUBJECT: 2014 Fees Discussion

ISSUE

2014 Fees Recommendation

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Board reviewed pool program offerings and fees at the August 2014 Board meeting. There is very good "community" participation growth at the Tukwila Pool; and most importantly, people of all ages are learning water safety skills and the ability to swim. Program and rental fees are projected to increase in revenue approximately 1% per year as directed by the Board. The current budget reflects the Board's direction.

DISCUSSION

Increased fees could potentially generate additional revenue. As seen in Attachment A, the Tukwila Pool resident and non-resident fees are listed next to local comparable aquatic facilities, fees could be increased to bring them in-line with area pools. If the Board desires a fee increase to be effective January 1, 2014, i.e. in the next Recreation Brochure/Activities Guide, the fee must be determined tonight to meet the production schedule. The Board could choose a different implementation schedule for the 2014 fees if desired.

The proposed 2014 Budget's revenue increase is 1% more than the Budget 2013 and 2.55% more than the 2012 Actual program and rental revenue. The increased revenue is based upon expanding a number of programs offered and growing the numbers of participants within those programs. At this time, we do not know when the growth momentum will subside, however, staff does not want stifle patronage by burdening them with the increase in efforts to generate a little more revenue. A fee increase can potentially bring in additional revenues or it can deter participation in programs offered therefore potentially reducing the revenue. A 1% revenue growth in program and rental revenue is only approximately \$2,100 and may not be the revenue stream that is utilized for long term financial sustainability.

Below, the September 7, 2013 minutes reflect Tukwila Pool Advisory Committee recommendation.

- 1) Entertain a motion for recommendation to the MPD Board of a fee increase in 2014
All members present with the exception of Kay Mulliner who had a previous engagement.

The proposed budget for the MPD was presented at the August 19th board meeting, with no fee increases. The proposed budget presented indicated a 1% increase in Programs and Rentals and the 1% tax revenue. It is not TPAC's responsibility to direct where the additional fee increase should be directed.

"TPAC recommends that the MPD Commissioners direct the 3rd Party Operator to provide a fee increase proposal that would generate 2% additional revenue in the categories of Programs and Rentals in 2014 to help defray rising costs. It is TPAC's intent in this request that the 3rd Party Operator suggest targeted increases and resident fees are minimally, if at all impacted."

TPAC recommendation of a fee increase to generate a 2% increase in program and rental revenue is admirable. However, the same end result (increased revenue) most likely will be reached without increasing the rates this year as described earlier.

RECOMMENDATION

Staff recommends maintaining the current fee structure through 2014 to allow staff adequate time to grow programs and program participation before adjusting fees. Staff also recommends that the Board review program and rental fees in late 2014 to allow for an entire calendar year of data to be gathered and analyzed before fees are reviewed again.

ATTACHMENTS

-2014 Fee Study and 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%

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: October 16, 2013

SUBJECT: TPAC Role and Responsibility

ISSUE

Review the Role and Responsibility of TPAC

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Citizen's Pool Advisory Committee (CPAC) was formed on December 12, 2011 and later changed its name to the Tukwila Pool Advisory Committee (TPAC) on March 12, 2012. Board President Seal wanted to discuss this issue with the Board due to recent TPAC meetings.

DISCUSSION

The role of TPAC is noted in TMPD Resolution No. 8, "*WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires to solicit advice and recommendations from the Citizen's Pool Advisory Committee regarding policy, budget and operations;*"

The responsibility of TPAC is to communicate their work in the following methods:

- 1) Keep minutes from their meetings, submit them to staff for inclusion into the MPD Board Meeting Agenda packets.
- 2) Report annually to the Board President on the status of pool services and needs in the City.
- 3) Submit recommendations on action items to Staff for inclusion in the Staff Report for the MPD Board Meeting Agenda packets.

RECOMMENDATION

Staff recommends annual review of TPAC's Role and Responsibility.

ATTACHMENTS

TMPD Resolution No. 8

Tukwila Metropolitan Park District

Resolution No. 8

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA METROPOLITAN PARK DISTRICT CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the citizens of Tukwila voted in August 2011 to create the Tukwila Metropolitan Park District by 63% approval; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires the on-going involvement and participation of community members as an essential component toward achieving the goals of the District; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners has determined that a Citizens Pool Advisory Committee is necessary and pertinent for the future success of the Tukwila Metropolitan Park District (TMPD); and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires to solicit advice and recommendations from the Citizens Pool Advisory Committee regarding policy, budget and operations; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners and the members of the Citizens Pool Advisory Committee, by the creation of the Committee herein, recognize that the Committee shall serve in an advisory capacity and, while the Commission shall thoroughly consider the recommendations of the Committee, the Commission is not required to implement them;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Citizens Pool Advisory Committee Established. The Tukwila Metropolitan Park District Citizens Pool Advisory Committee is hereby established and will consist of five members selected from citizens and/or Tukwila business owners who shall be appointed by the Tukwila Metropolitan Park District Board of Commissioners, subject to confirmation by a majority vote of the Board. No more than 2 members shall be non-residents. A formal process of selection shall include application to and review by the Board of Commissioners President. Appointments shall be made for the position and shall be selected without respect to political affiliations, race or sex. One Board Commissioner may be appointed as a non-voting liaison to the Citizens Pool Advisory Committee.

Section 2. Appointment Terms. Members of the Citizens Pool Advisory Committee shall serve a two-year term of appointment. Initial terms will include two one-year appointments and three two-year appointments, and all terms thereafter shall be two-year appointments. All appointments will expire December 31st of the last year of the term. If an appointment becomes vacated, the expiration of the term of the appointment shall be to fill only the expired position of such term. Vacancies shall be filled for unexpired terms as soon as possible. Staffing shall be provided as directed by the Tukwila Metropolitan Park District President and in cooperation with the Mayor's Office.

Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business, and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 4. Officers. Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

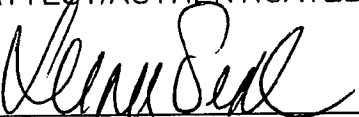
Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

Section 7. Purpose. The Citizens Pool Advisory Committee will:

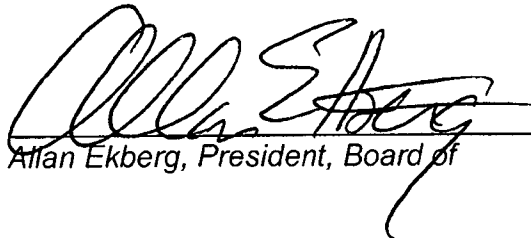
1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting standards for such gifts.
6. Render any other advice and assistance related to aquatics services.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 18th day of December, 2011.

ATTEST/AUTHENTICATED:

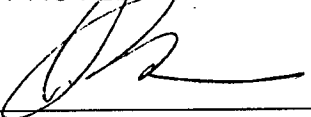


Verna Seal, Clerk of the Board
Commissioners



Allan Ekberg, President, Board of

APPROVED AS TO FORM BY:



Lisa M. Marshall, Commission Attorney

Filed with the Clerk: 12/7/11
Passed by the Commission: 12.12.11
Resolution Number: 8

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: October 16, 2013

SUBJECT: TPAC Member Appointment Process

ISSUE

Appointment process for vacant TPAC positions.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Tukwila Pool Advisory Committee (TPAC) was established by Resolution #8 on December 12, 2011. Staggered terms were established for continuity of the committee: Two original members had a one-year term and three original positions had a two-year term. The staggered terms allow for two or three vacancies to occur every year rather than all five vacancies at one time.

Appointment Process: A public call for volunteer application was let, applicants were interviewed by the Board President and TPAC Chair, the Board President made appointments and those appointments were confirmed by the MPD Board. There have been two vacancies this year that occurred due to committee members stepping down as a TPAC member. These positions were filled August 19, 2013 after following the appointment process described above.

DISCUSSION

Terms for TPAC positions #1 and #2 will expire on December 31, 2013 thus creating two vacancies on the committee.

The Board has a couple options for filling these positions. The Board may choose to use the historical appointment process to fill the vacancies or the Board may choose to reappoint the positions without further processes.

The Board may also consider defining one of the positions to include student participation as a regular member on the Committee or the Board may choose to add a student representative as an ad hoc position. The Board may consider creating other opportunities for many active pool participants, for example a "friends of the Tukwila Pool" or a less formal group that provides feedback from participants in a more casual setting.

Finally, the Board may consider requesting that TPAC be open to a meeting time change that may accommodate other potential committee members.

RECOMMENDATION

Staff recommends that the Board advertise and seek a student participant as an official member of the Tukwila Pool Advisory Committee and to use the historical appointment process for all vacancies now and in the future.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: October 16, 2013

SUBJECT: Tukwila Pool Safety and Hygiene

ISSUE

Tukwila Pool issues brought forth by TPAC

FINANCIAL IMPACT

None

BACKGROUND

The Tukwila Pool Advisory Committee has voiced concerns regarding pool operations; this memo identifies the concerns and staff's response.

DISCUSSION

TPAC recommended the following in the chairperson's report dated September 9, 2014:

TPAC recommends that the MPD Commissioners direct the 3rd Party Operator to address a workable list of safety and hygiene issues provided below to correct or minimize possible serious injury potential and protect pool users. The updates on how the issues have been resolved are in regular font and are listed under each of TPAC's comments.

- A) *Wet children standing alone on wet benches to dry off and put their clothes on.*
Staff recommends patrons address safety concerns regarding children in locker rooms immediately with staff if they are not comfortable speaking directly to families. It is common practice for parents/guardians to set young children on a bench to dry and dress children. If it is a concern that needs immediate attention, patrons should report it immediately to staff.
- B) *Separate spectators from pool users to minimize deck/pool contamination.*
Staff has installed stanchions to address this issue and improve traffic flow on the pool deck.
- C) *Slick locker room floors especially when contaminated with body powders.*
Staff walks through the facility during rotations and addresses issues as they occur. The floors have also been deep cleaned and acid washed to assist with traction and will be included in the routine maintenance plan.
- D) *Men's ADA shower seat is broken and not usable by those in a wheelchair.*
Staff ordered and installed a new seat has been installed and used multiple times by one of the regular handicapped patrons.

- E) *Periodic walk thru's by staff with sign-off sheet to improve locker room safety.*
Staff complete facility walk-throughs throughout the day during lifeguard rotations and at opening and closing each day.

- F) *Exterior side entry door is being blocked open.*
Staff has removed the door block and is investigating options regarding the door being propped open.


RECOMMENDATION

Each issue on TPAC's Workable List has been addressed and completed by Staff therefore no recommendation is needed.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: October 16, 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 Operations and the 2013 Long-Term Agenda.

DISCUSSION

OPERATIONS

Revenues: September revenue totaled \$13,243.64. September YTD revenue is \$172,667 which is 81% of the annual revenue goal of \$211,000. The closure the first week of September impacted revenues by roughly 25% compared with September 2012.

Swimming Lessons: Lesson registrations were strong in September; over 700 swimming lessons were taught in September.

Partnerships: The partnership between Tukwila School District, Foster High School and the Tukwila Pool continues to be positive. High school swimming classes started in September, students and staff are genuinely enjoying the courses. Staff distributed fall Pool & Swimming Lesson information to all Tukwila Elementary schools students. This partnership also allowed for the distribution of 3rd Grade Swimming Lesson vouchers to Tukwila 3rd graders.

The partnership between Tukwila Pool and McMicken Heights Elementary also allowed for Pool staff to distribute Fall Pool & Swimming Lesson information to all McMicken Elementary school students. This partnership also allowed for the distribution of 3rd Grade Swimming Lesson vouchers to 3rd grader students.

The partnership with Global 2 Local continues to gain momentum with swimming lessons planned for October for the groups that Global 2 Local serves including - Latino/a, Burmese, Somali, Eritrean. Global 2 Local has agreed to assist staff in assessing and addressing translation needs.

Successes:

- HS Boys PE Class participant Swam 20 yards after just 3 weeks of PE Swim Class
- HS Girls PE Class participant overcomes fear of water and learns to blow bubbles underwater while floating
- New program: Aqua Zumba has begun at the Tukwila Pool, Monday and Wednesday nights
- Nationally ranked Seattle Synchronized Swimming Team returns to Tukwila Pool to train
- Tukwila Pool Staff delivers vouchers for a free session of swimming lessons to all Tukwila 3rd Graders
- Tukwila Pool now has swim goggles available for purchase at the front desk
- Tukwila Pool user group Foster High School Girls Swim Team to be featured in October edition of Tukwila Reporter

New stanchions have been installed to aid in separating and directing wet foot traffic and dry or shoe foot traffic on the pool deck. Staff have been working closely with contractors on getting quotes to repair the exhaust fan and replace a couple more interior doors.

ATTACHMENTS

2013 Long-Term Agenda

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: October 14, 2013

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the October meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date October 02, 2013

DISCUSSION

- 1) Discussion on the relevance of the TPAC committee brought forth a stirring conversation by all those in attendance. Please see the October TPAC Meeting Minutes for a more detailed report.
- 2) The committee had intended to discuss the success and funding requirements of the Scholarship Program but statistical data has not been provided as requested. This item has been tabled until information is made available to the committee.
- 3) Discussion continues on forming Key Partnerships with other area Pools per TPAC/MPD adopted best practices. Members reviewed and commented on lists of Public and Community operated Pools in the Seattle area. Several committee members have started to visit other facilities to learn more.
- 4) The Marketing and Advertising subcommittee met the day before our TPAC meeting and discussed the upcoming events at the pool. Amy presented the long range plan to the subcommittee.
- 5) The 2nd review of customer feedback was conducted. 3 comments were submitted. TPAC members agreed comments were staff issues. Verna presented a legal opinion from our MPD attorney that will require revisions to this procedure.
- 6) The TPAC committee would like to thank all those in attendance for this month's meeting. Especially Commissioners Robertson and Hougardy as well as Board President Seal and STP Communications Officer Jacque Carroll.

RECOMMENDATIONS

Tukwila Pool Advisory Committee
Tukwila Community Center Social Hall

Minutes

September 4, 2013

FINAL

Call to Order: 7:05 Dave Puki

Attendance: De'Sean Quinn, Kay Mulliner, Stephanie Gardner, Dave Puki, Vanessa Zaputil, Jeri Frangello-Anderson, and Allan Ekberg

Approval of August 7, 2013 minutes, Vanessa made motion to accept the August 7, 2013 minutes with no corrections and Jeri Frangello-Anderson seconded.

Business Items:

1. **Safety and Hygiene discussion:** Dave asked if any implementation for safety and hygiene would be part of the week long closure of the pool. Stephanie indicated that she had no new updates. Dave made mention that this year seems to be more children's standing on the benches in the locker room and that this appears to be an accident waiting to happen since these benches are very slick. Dave indicated that he had the opportunity to visit the Evergreen pool this last week and noticed that Evergreen had signs posted in the locker room indicating the standing on the benches is can result in serious injuries. Vanessa asked if there is a better way for us to get this message to staff and the board. Kay indicated that she had talked with Amy about the handicap shower and how the floor slopes and is very slick. Kay also mentioned that during the week closure they would be applying an acid wash to the floors to help rough up the surface. Vanessa asked what would be TPAC's best approach to address these issues besides what is presented in the minutes. Allen suggested that we should possibly present a punch list of items. De'Sean will talk with staff about current punch list items that have been brought up by TPAC and will follow up with responses to TPAC.
2. **2014 Programming Presentation and Fees review:** As of the August MPD meeting board recommend no fee increase. Dave asked the question of why we couldn't increase the fee to help cover the additional cost of operating the pool. Vanssa pointed out an interesting fact about classes in comparison with other pools for non-residents. Discussion was had about a 2% increase in fees to help plan for upcoming expenditures. De'Sean indicated that TPAC can always bring a recommendation to the board regarding the rate increases. TPAC understand the difficulty with raising rates for citizens, but would like to look at the possibility of raising rates for non-residents. Dave made a point about of how everybody should look at the pool as a

business and how we can succeed. TPAC to work thru email to work out the recommendation for the board

3. **Forming Partnership with other Municipal Pools and Advisory Boards:** Dave presented a list of private membership pools in the area and Vanessa presented a list of forward thrust pools including the YMCA. Looking at these pools with an action plan of how we can get the community involved with the Tukwila Pool. Each pool offers different community involvement, like BBQ's , fundraising events etc.. These pools are in close proximity to the Tukwila Pool with similar geographics. With this list of pools this is the direction that we would like to take the pool to the next step to involve the community and enthusiasm. De'Sean mentioned that it might work best to break out by categories, for example what programs they offer, what are some of the things that are being offered by these pools that we would like to see offered. Vanessa did mention that touring the pools would be a good idea for next summer. Vanessa also mentioned that Des Moines is also planning a tour of a pool tour and we could possibly piggy back on to their tour. Vanessa to follow up with Gene at the Tukwila Pool. TPAC to look over the list and make a list of pools that we wish to follow.

De'Sean exited meeting at 8:00

4. **Marketing and Advertising:** Vanessa asked if there had been any further Marketing Meetings, Stephanie indicated that her and Amy had just discussed putting together a meeting in the next couple of weeks now that summer is winding down. Discussion around how to get local businesses involved and possibly sponsor swims or to help raise funds for the scholarship fund. Vanessa brought up a very good point that being a business owner there are a few questions that will arise that will need to be answered. Tracking of the current scholarship program would be very helpful in helping to market to local business to help them understand what their money and time would be going for. It would be great to know that this amount of money went to helping kids get in the pool for the first time and where they advanced in the program, how much money was used for lessons and how many lessons. Stephanie indicated that we should put together a list of questions and answers TPAC would require to market the scholarship program to De'Sean that he could ask staff for tracking records. With this tracking information TPAC can then request guidance from the board on the direction that is needed. Vanessa mentioned that we can check the Parks and Recreation regarding the current policy in place for advertising.
5. **Customer Feedback:** Vanessa met with staff on Tuesday to review all the comment cards submitted by patrons from the comment box. 14 comment cards were presented, with one comment asking for a response. TPAC decided that Vanessa would be the person to respond back to the recipient with a response regarding drinks at the pool, Kay indicated that the pool

does offer water for sale at the front desk. Staff responded to the various issues, Amy asked if she could receive the report matrix prior to the TPAC meeting so there is a chance for staff to respond. TPAC agreed that there was no serious issues that need to be presented.

6. Alan Ekberg brought up the Swimsuit need for the Foster High School swim program that was presented by Verna via email. Vanessa indicated that she had responded to Verna's email asking what the need was? How many need swimsuits? Dave also asked the question of how many of these kids don't know how to swim? Unfortunately due to the time constraint TPAC has had no time to try to come up with any fundraising for swimsuits.

Agenda Items 6 and 7 moved to next TPAC meeting October 2, 2013

Vanessa made motion to adjourn, Jeri seconded.

Meeting adjourned 8:35

Next Meeting: October 2, 2013

Tukwila Pool Advisory Committee
Special Meeting – TPAC Recommendations

Friendz Cafe

Minutes

September 7, 2013

Call to Order: 7:05 Dave Puki

Attendance: Dave Puki, Vanessa Zaputil, Jeri Frangello-Anderson, Kim McCoy

- 1) Entertain a motion for recommendation to the MPD Board of a fee increase in 2014
All members present with the exception of Kay Mulliner who had a previous engagement.
The proposed budget for the MPD was presented at the August 19th board meeting, with no fee increases. The proposed budget presented indicated a 1% increase in Programs and Rentals and the 1% tax revenue. It is not TPAC's responsibility to direct where the additional fee increase should be directed.

"TPAC recommends that the MPD Commissioners direct the 3rd Party Operator to provide a fee increase proposal that would generate 2% additional revenue in the categories of Programs and Rentals in 2014 to help defray rising costs. It is TPAC's intent in this request that the 3rd Party Operator suggest targeted increases and resident fees are minimally, if at all impacted."

Vanessa made the motion to accept the above draft language to present to the MPD Board at the September meeting. Kim seconded the motion.

- 2) Entertain a motion for recommendation to the MPD Board De'Sean Quinn on a workable list of hygiene and safety issues at the pool. The MBD Board to follow up with staff and preset responses at the October TPAC meeting. The reasoning for this punch list is that we have mentioned these items in the TPAC minutes in the past and TPAC is trying to get answers to questions that addressed at meetings.

Punch List:

A) Children standing alone on benches, which could result in injury. Possible signage to reflect the safety and concerns of standing on wet benches

B) Barriers or zones to keep parents or children away from the pool deck. Kim made comment that he had a conversation with staff and that staff had indicated that the possibility of putting foot prints on the floor showing the walking area with barefeet vs. street shoes.

C) Locker Room floors, slippery when wet. The use of powders by patrons and how this make the floor even more slippery.

D) Men's ADA shower seat broken

E) Periodic walk thru's of locker room by staff to improve the safety and customer experience.

F) Exterior side door being left open. Additional signage to help keep the door closed.

Kim made a motion to accept the above punch list memo items for Hygiene and Safety issues to present to staff to correct and Vanessa seconded.

Vanessa made motion to adjourn meeting and Kim seconded.

Meeting adjourned 9:05 am.

Tukwila Pool Advisory Committee

Friendz Café – 7:00 am

September 13, 2013

KJ Design Evaluation and Programming TPAC Interview

FINAL

Attendance: Dave Puki, Vanessa Zaputil, Kay Mulliner, Kim McCoy and Jeri Frangello-Anderson

Via Phone: KJ Design, Kevin and Karen Johnston

Dave Puki called meeting to order at 7:01am

Vanessa extend a thank you to KJ Design for reaching out to TPAC and taking the time to meet with TPAC to get additional input from TPAC for their report of the Tukwila Pool.

Karen started with asking the question of what is TPAC's objective and hope is. Vanessa answered that TPAC back in March had presented to the board a recommended "Best Practices". Kevin and Karen indicated that they didn't have this copy and Vanessa indicated that she would email the report to Kevin and Karen so they had it for review. Dave noted that this "Best Practices" was based off of a STP comparison report that had been presented. Karen indicated that they didn't have this comparison report. Along with the Best Practices, Vanessa indicated that she would also include the STP comparison report with the email that includes the "Best Practices". Karen indicated that their report would include what is being done well, what areas can be improved, a tier report if this was done or wasn't what could be done, management, programming etc.

Kevin asked if we had any input in regards to improving the programs or programming and governance of operations. Vanessa indicated the TPAC has been very involved in is developing and implementing the current scholarship program. Vanessa noted that high quality lessons is a priority, where the kids are benefiting and feeling confident with their ability. Karen noted that there is "Education" and "Recreation" system. Vanessa noted that during TPAC's scholarship discussions the key focus was for kids to be safe in the water, wasn't so much in regards to just getting kids in the pool, primary focus was safety and life prevention. Kim indicated that a few people at the pool have a concern if there was a change in operation staff they will lose their lap swim time. Currently there is a wide range of lap swim availability. Karen indicated that there report will include the recommendation is to always have at least one lane open for lap swimming. Karen also indicated that their report will also include the recommendation to go to a membership base. This gives some flexibility to members for using the pool.

Dave indicated that we created the MPD so that the pool could be independent of the city for funding. The hope was that there would be more public input and that the board would be more involved in what was going on. Most of the board isn't active with the pool. Currently there are 2 recommendations that TPAC has in front of the board and more than likely the board will pass aside.

The hope in creating the MPD was to promote the pool and the idea that everybody learn safety in the water. Currently TPAC has Safety and Hygiene issues in front of the board and there have been other recommendations presented that the board has dismissed. Karen and Kevin asked if TPAC had a list of the recommendation presented to the board that could be provided. Vanessa indicated that she would get this information together and email to Kevin and Karen.

Kevin asked if there is participation at the STP or TPAC meetings. Dave indicated that there a staff member usually present at every TPAC meeting along with one commissioner. Kim indicated that being the new member he has noted that there appears to be some animosity between staff and MPD on one hand and TPAC and STP on the other hand, would be great to see a more amicable relationship between operations, board members and the community.

Marketing, the city had never had to be involved in marketing of the pool. Dave indicated that STP learned that getting out in the public was key to letting the community know about the pool. TPAC realized this was very important and created a sub-committee, 1 staff, 1 pool employee and 1 TPAC member to help market the pool. Since the grand re-opening the marketing committee hasn't had any meetings. Kevin asked if there was a marketing budget, currently there is \$4000.00 for advertising. After the grand re-opening there has been no marketing meeting. This is a concern that the city is not looking at the pool as a business and promoting the pool to market addition participation.

Jeri left meeting at 7:45, Vanessa Zaputil continued minutes

Wellness programs. There was discussion about possibility of offering more wellness programs for our senior community and those who count on the pool for rehabilitation etc.. Kay spoke to the program she attends and felt a challenge was not necessarily marketing, but cost by senior homes in transporting and providing care givers.

Executive Director. Karen inquired as to the role of the Executive Director and whether their primary focus should be marketing. Vanessa indicated she felt that the role should be a candidate who has both skills to run a successful business and ability to work within the MPD as a leader and guide the Commissioners in decisions which are best for the MPD. There was discussion how marketing would naturally fall into that as a component of business and could be expanded with consultants who are specialists.

8:00 am. Conference Call ended.

The remaining members had further discussions regarding the long term vision of the pool. Members agreed that a new pool would be in the future and provisions would need to be made. Vanessa shared that Kevin had indicated at a previous meeting that in 10 - 15 years there would be significant capital needs for the pool and replacing would be the logical option. Kim agreed and noted that the life cycle replacement items 10 years or so out are significant. Kim shared he had visited the Aquatic Center in Bend OR and was very impressed. It included a 50M lap pool, a

outdoor/indoor pool, separate kid's pool, water park therapy pools and sauna. Members agreed that the general location of the Tukwila Pool was good. Kay felt that after the lease with the school was up, the school would not necessarily want to continue/sell the land to the MPD for a new pool, so an alternate location should be looked into. Members discussed the possibilities with the Highway revitalization program and that properties may be available through that. Kay also noted that since the MPD campaign that resident participation had been up. Vanessa agreed noting that prior reports showed 50% resident participation, and now it showed 60%.

8:30 am Motion to adjourn by Vanessa and seconded by Kim.

