

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: December 12, 2012

SUBJECT: Staff Report

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### ISSUE

Staff update on pool issues.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

This Informational Memorandum is to update the Board on the Capital Improvement Projects, operational issues and future MPD agendas.

### DISCUSSION

#### **Capital Improvement Project Update**

Bid Awards have been given for both City ran "Parking Lot & Access Improvements" and "Roof" projects as approved at the December 3rd City Council meeting. Demolition and grading have begun for the Parking Lot & Access Project and weather permitting, should be completed prior to the re-grand opening in February. A Pre-Construction meeting was held last week for the Roof Project. This project will be finished before May 15, 2013 as it needs to wait for warmer and drier weather to be completed.

For more detailed information regarding the current project please refer to Capital Project Update Memo, item 4B or to the Project Update Page on the website [www.tukwilapool.org](http://www.tukwilapool.org).

As of December 15, 2012 Construction Schedule was at 50%. A tour was held on Saturday, December 15<sup>th</sup> to provide Board Members a chance to see the project at this stage.

#### **Marketing**

The Pool Marketing Team continues to meet to work on projects related to marketing the Pool, as well as planning and marketing the Grand Re-Opening Event. Staff continues to produce and manage the Tukwila Pool Newsletter, Project Update Page and Tukwila MPD Facebook Page.

Marketing efforts have also included the marketing of a December Lifeguard Training Course. Staff is offering and marketing the course in the hopes of training potential new staff members. Staff is also working to market part time job opportunities in an effort to rebuild staffing levels for the Pool re-opening.

**Operations**

During the closure the Tukwila Community Center is opening at 5:30 AM as an early morning workout option for pool users who traditionally use the pool at that time of day. In the six-weeks since beginning this there have been 86 drop-ins by pool patrons utilizing this opportunity as well as 70 additional drop-ins. So far throughout the closure staff has been working on disseminating project update information to the public, planning and soliciting attendance for a Lifeguard Training Class, recruiting lifeguards, and working with the Marketing Committee on the marketing initiatives and planning for the re-opening in February.

**Quarterly Report**

The third quarter showed revenues 33% greater than projected and surpassed revenue for the same period in 2011 by \$10,000. This was due to increased swimming lesson participation namely. Pass sales, rentals and drop-in visits saw modest increases over 2011 too. The Third Quarter Report is attached.

**Summer Swimming Lessons**

As can be seen in the revenues in the 3<sup>rd</sup> Quarter Report, this year was a banner year for swimming lesson registrations, with an all-time record of 1,247 registrations for swimming lessons from June 1 to August 31. That's an unprecedented increase in the number of participants, 22% over 2011. Below is a spreadsheet reflecting this.

**3<sup>rd</sup> Quarter Comparison from 2003 – 2012**

Year	# of Registrants	Revenue	% \$ vs. previous year	% # vs. pervious year
2012	1247	\$57,857.50	22.36%	22.86%
2011	1015	\$47,283.00	5.09%	6.62%
2010	952	\$44,991.00	19.13%	-2.76%
2009	979	\$37,765.00	3.35%	5.95%
2008	924	\$36,542.00	18.68%	14.64%
2007	806	\$30,789.78	-5.03%	-2.07%
2006	823	\$32,420.50	-0.90%	-14.18%
2005	959	\$32,715.00	24.06%	39.39%
2004	688	\$26,370.00	7.19%	1.62%
2003	677	\$24,600.90		

**Tukwila Pool Advisory Committee**

TPAC member Dave Puki, coordinated a 'Painting Party' at the pool over a couple weekends in late November and early December where both the women's and men's locker rooms were painted.

**Future MPD Agendas**

No Short-Term Agenda until Long-Term Agenda for 2013 has been approved.

**ATTACHMENTS**

- A. Quarterly Report – 3<sup>rd</sup> Quarter

Tukwila Metropolitan Parks District  
Tukwila Pool Fee Revenues  
3rd Quarter 2012

Attachment A

Row #	Program Fee Type	Resident		Non Resident		Total		2012 proposed revenue	% of 2012 proposed revenue	2011 actual		
		#	\$	#	\$	#	\$			#	\$	
1	Drop-ins	Adult Drop-in				1,041	\$4,164.00			1041	\$4,164	
2		Youth Drop-in				1,793	\$5,379.00			1821	\$5,463	
3		Sr Drop-in				537	\$1,611.00			474	\$1,422	
4		Adult H2OX Drop-in				24	\$144.00			70	\$420	
5		Sr. H2OX Drop-in				38	\$190.00			43	\$215	
6		Misc. Drop-ins				166	\$332.00			32	\$66	
7	<b>Subtotal Drop-ins</b>					<b>3,599</b>	<b>\$11,820.00</b>	\$10,400	114%	3481	\$11,750	
8	Pass Sales	Youth 1 Month Pass	12	\$336	4	\$140	16	\$476			7	\$196
9		Adult 1 Month Pass	19	\$741	6	\$294	25	\$1,035			10	\$398
10		Sr. 1 Month Pass	7	\$196	3	\$105	10	\$301			16	\$490
11		Youth 3 Month Pass	0	\$0	0	\$0	0	\$0			1	\$66
12		Adult 3 Month Pass	2	\$210	3	\$396	5	\$606			2	\$210
13		Sr. 3 Month Pass	1	\$66	2	\$166	3	\$232			5	\$358
14		Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15		Adult 6 Month Pass	1	\$187	0	\$0	1	\$187			1	\$206
16		Sr. 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
17		Youth 12 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
18		Adult 12 Month Pass	1	\$308	0	\$0	1	\$308			1	\$308
19		Sr. 12 Month Pass	5	\$890	2	\$472	7	\$1,362			12	\$2,334
20		Youth 10 Punch Pass	7	\$189	3	\$90	10	\$279			4	\$108
21		Adult 10 Punch Pass	22	\$792	14	\$560	36	\$1,352			25	\$900
22		Senior 10 Punch Pass	9	\$243	19	\$570	28	\$813			25	\$675
23		Youth 20 Punch Card	1	\$54	0	\$0	1	\$54			0	\$0
24		Adult 20 Punch Card	5	\$360	8	\$640	13	\$1,000			5	\$288
25		Senior 20 Punch Pass	2	\$108	8	\$480	10	\$588			12	\$918
26		Adult H2OX 10 visit	2	\$104	4	\$220	6	\$324			4	\$208
27		Sr. H2OX 10 visit	1	\$42	1	\$44	2	\$86			12	\$504
28	Adult H2OX 20 visit	0	\$0	0	\$0	0	\$0			1	\$104	
29	Sr. H2OX 20 visit	0	\$0	1	\$88	1	\$88			0	\$0	
30	<b>Subtotal Pass Sales</b>		<b>97</b>	<b>\$4,826</b>	<b>78</b>	<b>\$4,265</b>	<b>175</b>	<b>\$9,091</b>	\$8,200	111%	143	\$8,271
31	All Pass Scans		1,402		1,982		3,384				3419	
32	Lessons	Swim Lessons	5,321	\$29,268	3,707	\$24,096	9,028	\$53,363			7,872	\$44,986
33		Private Lessons	16	\$400	0	\$0	16	\$400			10	\$250
34		Semi Private Lessons	1	\$30	8	\$280	9	\$310			17	\$510
35	<b>Subtotal Lessons</b>		<b>5,338</b>	<b>\$29,698</b>	<b>3,715</b>	<b>\$24,376</b>	<b>9,053</b>	<b>\$54,073</b>	\$36,200	149%	7899	\$45,746
36	<b>Total Programs</b>		Drop-ins, Pass Sales & Lessons				<b>16,036</b>	<b>\$74,984.00</b>	\$54,800	137%	11,523	\$65,767
37	Rentals	One Time Rentals	4	\$625	10	\$1,670	14	\$2,295			385	\$1,225
38		Rentals -Special Int. Grps	1	\$12	15	\$5,940	16	\$5,952			4727	\$6,160
40		Lockers					1,189	\$297			718	\$246
41	<b>Subtotal Rentals</b>		<b>4</b>	<b>\$637</b>	<b>10</b>	<b>\$7,610</b>	<b>14</b>	<b>\$8,247</b>	\$7,900	104%	<b>5,830</b>	<b>\$7,630</b>
42	Other	Vending					\$698	\$300.00	0.48%		\$0	
43		Donations					\$4.00	\$0.00	0.00%		\$30	
44		Merchandise					\$1,027.64	\$0.00	0.00%		\$0	
	<b>Subtotal Other</b>						<b>\$702</b>	\$100	702%		\$30	
45	Estimated Visits					18,606				17,053		
46	<b>Total Revenue Earned</b>					<b>\$83,932.88</b>		\$63,000	133%	<b>\$73,427.25</b>		
47	2012 Revenue Goal									YTD		
48	\$157,570.00					1st Quarter	2nd Quarter	3rd Quarter		\$190,741.09		
49						YTD @ end of Q	YTD @ end of Q	YTD @ end of Q		% of goal		
50						\$42,271.40	\$106,808.21	\$190,741.09		121.05%		

**TUKWILA POOL MPD**  
**Revenues, Expenditures and Fund Balance**  
**January 1, 2012 to September 30, 2012**

Percent of year expired 75.00%

	BUDGET	Q1 TOTAL	Q2 TOTAL	JUL	ACTUALS AUG	SEP	Q3 TOTAL	YTD TOTAL	% of BUDGET
<b>REVENUE</b>									
PROGRAMS	\$ 128,570	33,128	56,954	30,811	28,826	\$ 12,751	72,388	162,469	126.4%
RENTALS	29,000	12,134	7,915	4,554	369	5,467	10,390	30,438	105.0%
SALE OF MERCHANDISE	-	336	739	226	196	277	698	1,773	0.0%
DONATIONS	-	21	144	-	4	-	4	168	0.0%
OPERATING LOAN	870,640	-	225,000	-	-	683,706	683,706	908,706	104.4%
<b>TOTAL REVENUE</b>	<b>1,028,210</b>	<b>45,617</b>	<b>290,751</b>	<b>35,590</b>	<b>29,395</b>	<b>702,201</b>	<b>767,186</b>	<b>1,103,554</b>	<b>107.3%</b>
<b>EXPENDITURES</b>									
<b>ADMINISTRATION/OVERHEAD</b>									
45 GROUND LEASE	10,950	-	-	-	-	-	-	-	0.0%
51 INTERLOCAL CITY FEES	90,000	22,500	22,500	7,500	7,500	7,500	22,500	67,500	75.0%
41 LEGAL FEES	5,000	1,371	1,247	630	-	1,050	1,680	4,298	86.0%
46 INSURANCE	5,000	8,672	-	-	-	-	-	8,672	173.4%
<b>TOTAL ADMINISTRATION</b>	<b>110,950</b>	<b>32,543</b>	<b>23,747</b>	<b>8,130</b>	<b>7,500</b>	<b>8,550</b>	<b>24,180</b>	<b>80,470</b>	<b>72.5%</b>
<b>CAPITAL &amp; DEBT SERVICE</b>									
CIP LIFE-CYCLE REPLACMENT	250,000	-	-	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	-	-	-	0.0%
<b>TOTAL CAPITAL &amp; DEBT SERVICE</b>	<b>280,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>OPERATIONS</b>									
11 SALARIES	133,068	33,495	33,745	11,384	11,384	11,384	34,152	101,392	76.2%
12 EXTRA LABOR	113,000	26,982	34,788	15,819	16,597	8,619	41,035	102,805	91.0%
13 OVERTIME	500	-	51	17	-	-	17	68	13.7%
<b>SALARIES &amp; WAGES</b>	<b>246,568</b>	<b>60,477</b>	<b>68,584</b>	<b>27,220</b>	<b>27,981</b>	<b>20,003</b>	<b>75,204</b>	<b>204,265</b>	<b>82.8%</b>
21 FICA	19,436	4,604	5,224	2,075	2,133	1,523	5,730	15,558	80.0%
23 PERS	13,638	2,810	3,096	1,007	921	1,065	2,993	8,899	65.3%
24 INDUSTRIAL INSURANCE	11,782	2,804	3,511	1,535	1,613	948	4,095	10,410	88.4%
25 LIFE, OPTICAL	6,458	304	310	112	97	104	313	927	14.4%
25 MEDICAL, DENTAL, LIFE, OPTICAL	27,493	7,735	7,735	2,578	2,578	2,578	7,735	23,204	84.4%
<b>PERSONNEL BENEFITS</b>	<b>78,807</b>	<b>18,256</b>	<b>19,876</b>	<b>7,306</b>	<b>7,341</b>	<b>6,218</b>	<b>20,866</b>	<b>58,998</b>	<b>74.9%</b>
31 OFFICE & OPERATING SUPPLIES	9,360	2,291	1,656	1,661	11	967	2,640	6,587	70.4%
31 CHEMICALS	5,200	682	1,550	554	-	2,023	2,577	4,809	92.5%
31 CENTRAL SUPPLIES	487	-	187	-	-	-	-	187	38.5%
<b>SUPPLIES</b>	<b>15,047</b>	<b>2,973</b>	<b>3,394</b>	<b>2,215</b>	<b>11</b>	<b>2,990</b>	<b>5,217</b>	<b>11,583</b>	<b>77.0%</b>
41 PROFESSIONAL SERVICES	300	-	-	-	-	-	-	-	0.0%
42 COMMUNICATION	4,000	554	540	112	-	429	541	1,635	40.9%
43 TRAVEL	400	-	-	-	-	-	-	-	0.0%
44 ADVERTISING	400	-	-	-	-	-	-	-	0.0%
45 OPERATING RENTALS & LEASES	500	-	-	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	128,000	23,566	24,356	8,138	9,807	10,221	28,166	76,088	59.4%
48 REPAIRS & MAINTENANCE	25,000	4,284	6,466	-	1,846	1,918	3,764	14,514	58.1%
49 MISCELLANEOUS	2,224	1,891	1,526	267	-	855	1,123	4,540	204.1%
49 CREDIT CARD FEES	1,900	738	1,296	651	705	320	1,677	3,710	195.3%
53 CREDIT CARD FEES	-	-	225	-	-	-	-	225	0.0%
<b>OTHER SERVICES &amp; CHARGES</b>	<b>162,724</b>	<b>31,032</b>	<b>34,409</b>	<b>9,168</b>	<b>12,359</b>	<b>13,744</b>	<b>35,271</b>	<b>100,712</b>	<b>61.9%</b>
<b>TOTAL OPERATIONS</b>	<b>503,146</b>	<b>112,737</b>	<b>126,263</b>	<b>45,910</b>	<b>47,692</b>	<b>42,956</b>	<b>136,558</b>	<b>375,559</b>	<b>74.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>894,096</b>	<b>145,280</b>	<b>150,010</b>	<b>54,040</b>	<b>55,192</b>	<b>51,506</b>	<b>160,738</b>	<b>456,028</b>	<b>51.0%</b>
CHANGE IN FUND BALANCE	\$ 134,114	\$ (99,663)	\$ 140,741	(18,450)	(25,797)	\$ 650,695	\$ 606,448	\$ 647,526	482.8%
BEGINNING FUND BALANCE	-	59,264	(40,399)	100,342	81,892	56,095	100,342	59,264	0.0%
<b>ENDING FUND BALANCE</b>	<b>\$ 134,114</b>	<b>\$ (40,399)</b>	<b>\$ 100,342</b>	<b>81,892</b>	<b>56,095</b>	<b>\$ 706,790</b>	<b>\$ 706,790</b>	<b>\$ 706,790</b>	<b>527.0%</b>