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**MEMORANDUM**

City of Salem 101 S. Broadway, Salem, IL 62881

Jane Marshall, CMC  
City Clerk

Phone: 618 548-2222, ext. 20  
e-mail: [cityclerk@salemil.us](mailto:cityclerk@salemil.us)

**Date: February 21, 2013**

**TO:** WJBD Radio  
Salem Times Commoner  
Centralia Sentinel  
Marion County Observer  
USSonet  
**Cc:** Mayor and City Council  
City Manager  
Department Directors

**NOTICE**  
**SPECIAL CITY COUNCIL MEETING**  
**OF SALEM CITY COUNCIL**

**PURSUANT TO THE OPEN MEETINGS ACT**, notice is hereby given that the Salem City Council will meet at 5:00 p.m., Monday, February 25, 2013 in the Council Chambers of Salem City Hall, 101 South Broadway Salem, Illinois, for the following purpose:

To conduct workshop regarding Salem Family Aquatic Center operations

CITY OF SALEM, ILLINOIS  
*Jane Marshall* jm

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Jane Marshall, CMC  
City Clerk  
Dated this 21<sup>ST</sup> DAY OF February 2013

**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**OF SALEM CITY COUNCIL**  
**MONDAY, FEBRUARY 25, 2013**  
**5:00 P.M.**

- I. Call to Order
- II. Prayer and Pledge of Allegiance
- III. City Council Action
  - 1. Workshop Session to Discuss Salem Family Aquatic Center Operations
- IV. Adjournment

Bill Gruen  
City Manager

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**MINUTES**  
**CITY OF SALEM, ILLINOIS**  
**SPECIAL CITY COUNCIL MEETING**  
**SALEM FAMILY AQUATIC CENTER WORKSHOP**  
**FEBRUARY 25, 2013**

**I. CALL TO ORDER**

The Salem City Council met in Workshop Meeting in the Council Chambers of Salem City Hall 101 S. Broadway, Salem, IL, at 5:00 p.m. on Monday, February 25, 2013 for the purpose conduct a workshop to discuss the Salem Family Aquatic Center Operations. Mayor Pro-tem David Black called the meeting to order.

**COUNCIL MEMBERS PRESENT UPON ROLL CALL:**

Councilman Royce Bringwald                      Councilman Kip Meador  
Councilman Steve Huddleston                  Councilman David Black

**Absent:** Mayor John Raymer

**OTHERS PRESENT:**

City Manager Deborah Bill Gruen  
City Clerk Jane Marshall  
Recreation Director Sherry Daniels  
Gayla Wilkerson, Pool Manager  
Connie Fulton, Assistant Pool Manager and Melane Green, Deck Supervisor

## **II. DISCUSSION OF FAMILY AQUATIC CENTER OPERATIONS**

City Manager Gruen reviewed the report that was sent to Council on Friday and was available at the meeting. (copy attached) Summary of discussion:

- He noted that one-half of the Recreation Directors salary is included in the pool payroll expense and suggested that it be pulled to look at financial performance of the pool.
- The possibility of lower pool attendance was considered with the opening of the new pool in Mt. Vernon
- The extended season has shown a loss over the past three seasons and although Gruen asked Council to consider continuing to extend the season as a service to the community, in an effort to save expenses at the pool, some Council members suggested this discussion be brought to next council meeting to allow for public input.
- Deck Supervisor duties are to take care of issues that may arise on the pool deck while the lifeguards are to watch the water. With the deck supervisor, more time is available for the Pool Manager to perform her duties.
- Councilman Huddlestun questioned the design problem with the chemicals, indicating that Councilman-Hunsaker should be held liable to correct the problem
- Gruen indicated that Public Works Director Pruden is not comfortable with taking on the project of opening and winterization of the pool with his crew. It was recommended that professional contractors continue to be hired for this project. It is covered under the City liability insurance.
- Painting of the pool is due to be done in 2015 and the paint company recommends that it be done by experienced contractors.
- Kevin Kane recommends the use of two tall life-guard stands for better vision and performance of the lifeguards.
- Councilman Black asked what preventive maintenance could be done to preserve the paint, suggesting a cover. Recreation Director Daniels indicated she will check on this and Ms. Green commented that it would make it easier to clean-up in the spring. Ms. Wilkerson added that it would help preserve sun fading also.
- Councilman Huddlestun expressed concern of the open maintenance building that houses the electrical outlets. This will be checked on.
- Recreation Director Daniels requested that the Pool Manager position, a salary position, be over the year to cover non-pool season time spent.
- Kevin Kane has agreed to come and discuss the Ellis Program for training of lifeguards and to improve safety performance at the pool
- Recreation Director Daniels recommended no increase in fees, suggesting that a small increase in pool fees might otherwise be spent at the concessions
- A suggestion made by City Manager Gruen to cut expenses was to close the pool one hour earlier, which would make parties more attractive
- Councilman Black did not speak in favor of closing early because people voted for the sales tax increase for the pool
- It was stated that parents do come after they get off work after 5:00 pm and also for the reduced rate with their families
- Ms. Wilkerson responded to comments about the diving board use restricting swimmers from the area, and said that adults are allowed to lap swim during the 15-minute breaks
- Gruen suggested that a joint-marketing program be implemented to encourage visitation to the pool – i.e. Coupon incentive, “Burger & Pool”
- Items to be placed on next Council Agenda for public discussion: Early Pool Closure and continuing the extended pool season.
- Councilmen Huddlestun, Black, & Meador suggested that the Recreation Director’s salary be but pack in the Recreation Department budget.

## **III. ADJOURNMENT**

There being no further business for discussion at 6:00 p.m., the meeting adjourned.

Jane Marshall, CMC  
City Clerk

## Attachments to Workshop Minutes of February 25, 2013



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City Manager  
Bill Gruen

A handwritten signature in black ink, appearing to read "WG", is located below the printed name of the City Manager.

TO: City Council  
DATE: February 22, 2013  
RE: FY13 Aquatic Center Workshop

Sherry and I have spent a fair bit of time talking about the operations of the Aquatic Center. Regarding the completed FY13 (2012) season and for future seasons, I offer the following:

1. Sherry predicts that pool attendance will start to level off at about 28,000 to 30,000 in a season. Depending upon the mix of visitors and pool pass purchasers (age, location of residence, etc) we might expect attendance at this level to generate between \$150,000 and \$155,000 annually. Concessions in FY13 generated over \$41,000.
2. The end-of-year revenues included in Sherry's report (see Page 4 of Sherry's February 11 memo) are projections. Given those projections, one may calculate net pool revenues either to be -\$39,521 or -\$16,891 depending upon whether half of Sherry's salary is included with the Aquatic Center budget or not. Given that the City could easily budget for Sherry's salary in another place in the City budget, I prefer to use the lower figure to judge financial performance.
3. We believe that Mt Vernon will be opening their new pool facility this summer, which will possibly have an impact to decrease visitation to our pool.
4. The "extended season," the days the pool is open between the start of school and Labor Day weekend, financially is a loser. Nonetheless, Sherry and I agree that we prefer to leave the pool open during the extended season as a service to the community. As for my opinion on the matter, take it for what it's worth coming from a dad of a five and eight-year-old. To be sure, the extended season would not require us to have the pool open on a weekend if the weather was sure to be poor. Discontinuing the extended season, on the other hand, would be a manner to narrow the gap between costs and revenues of the Aquatic Center and should be considered by the Council.
5. Annual chemical costs for the pool will begin to level off at \$23,000 into the future (not accounting for future inflation). Lower costs for chemicals in 2011 were due to left over chemicals that were made available by the pool contractor to open the 2010 season.
6. I want to bring your attention to the fact that Deck Supervisors have been employed at the pool for each of the three seasons of its operation. According to Gayla Wilkerson, the Deck Supervisors have

- b. Sherry has requested that the Pool Manager position currently held by Gayla Wilkerson become a salaried position to be paid \$6,000 annually. Sherry has told me that there are times during the off-season that she has wanted to speak with Gayla about Aquatic Center issues, but has refrained because the position is currently paid hourly. I'm supportive of this request in concept, as Gayla performs extremely well in this position. I don't believe this should necessarily become a permanent feature of this position, but should be considered given Gayla's performance and the City's desire that she remain in the position.
  - c. Sherry has also requested a change in the pay structure for lifeguards that I have not yet sufficiently reviewed for an opinion.
11. The Salem lifeguards are trained through the Red Cross. During Kevin Kane's visits to the pool in the past year, he has encouraged Salem to consider the "Ellis" program for training lifeguards. From my layperson's perspective, the foundation of the program is to train lifeguards to survey their entire area of responsibility during an allotted period of time and to always be within an allocated number of seconds from performing a rescue. Although the Ellis program is much more rigorous and demanding relative to Red Cross training, it is one that Kevin recommends and which we would like to begin implementing. Kevin has offered to train Salem lifeguards and to monitor performance on at least one occasion free of charge to the City. This is a program that Salem could not reasonably expect to implement immediately, rather one that would have to be tried out in phases prior to more complete implementation.
  12. I have attached the Aquatic Center's bond amortization to this packet for your information. I have considered the possibility that Salem would want to extend additional debt in an amount equal to what has been retired to reinvest in the Aquatic Center. By April 2020, the City will have retired over \$1 million from the \$3.1 originally issued.

#### Items for Consideration for Aquatic Center Operations

For the effort to narrow the gap between revenues and expenditures at the Aquatic Center, the Council should consider the following:

1. Regarding the current pricing structure (see below), Sherry recommends no increase to admission. My opinion might be a tad different from hers. I don't *prefer* an admission increase and would rather try to enact some cost saving and advertising measures first. Additionally, I don't think that an admission increase will necessarily have the desired impact of increasing as much revenues as we would seek. Nonetheless, if \$16,891 is the gap that we wish to close, only about \$0.67 cents would have been needed from the 25,224 visitors who joined us at the Aquatic Center in 2012.

<u>Age</u>	<u>Price</u>
0 – 2 Years	\$0.00
3 – 16 Years	\$4.00
17 – 54 Years	\$4.50
55 – 64 Years	\$4.00
65 Years +	\$1.00

2. Sherry and I do agree that we should consider closing the Aquatic Center one hour earlier Monday through Saturday, which would be 6:00 pm rather than 7:00 pm. This would shave off no more than 1,425 labor hours among lifeguards, managers, etc and could possibly make the second party shift more attractive for the public starting at 7:45 pm instead of 8:45. The pricing structure for parties relative to staffing needs makes them "profitable" for the Aquatic Center. If the Aquatic Center were able to shave 1,425 labor hours with this move, savings would be as follows:

<u>Position</u>	<u>Number</u>	<u>Seasonal Hours</u>	<u>Approx Wage</u>	<u>Savings</u>
Lifeguards	10	750	\$8.75	\$6,563
Attendants	7	525	\$8.25	\$4,331
Manager	1	75	\$11.50	\$863
Deck Supervisor	1	<u>75</u>	\$9.50	<u>\$713</u>
	<b>TOTAL</b>	<b>1,425</b>		<b>\$12,470</b>

3. I am interested in implementing a joint marketing program with Salem businesses to encourage increased visitation over the summer to both the Aquatic Center and to the businesses that participate in the advertising. Such a program would be open to any business that wanted to help participate, but would be particularly suited for businesses that visitors would patronize in addition to the Aquatic Center during a trip to Salem (restaurant, shopping, etc). Advertising would be targeted to communities such as Carlyle, Vandalia, Flora, among others whose residents are a short drive from Salem. The Chamber of Commerce could be a great partner for this sort of program.
4. The Council should consider whether it has any opinion on the use of the Deck Supervisors during the pool season. They serve a function for pool operations, but they also have a cost (\$5,600 in FY13). I am supportive of pulling back on Deck Supervisor hours during slow hours if the Council agrees.
5. I am supportive of making the General Manager position currently held by Gayla Wilkerson a salaried position during her tenure as General Manager. I want to work out the details for how this is implemented, such as the hours per month the City is charged for her service and ultimately the amount paid.

been helpful for pool operations in that they have been available to handle situations as they arise with visitors/children at the pool in lieu of having to pull life guards from their posts or to distract pool managers from completing their tasks in office. The Deck Supervisors do indeed serve a purpose, but they do contribute to the cost of the pool (about \$5,600 in FY13).

7. In FY13, I authorized a bit of work on the surge tank which was completed by Spear at an approximate cost of \$750. Spear identified a recommended change to the design of the surge tank to create distance between a whirlpool effect in the surge tank and a pipe that carries water from the tank to the treatment room prior to reintroduction into the pool. Spear theorized that the close proximity between the “whirlpool” and the pipe to the treatment room carried oxygen back into the pool contributing to murkiness in the deep end. We hope this fix will help keep the deep end of the pool open in the future.
8. All pool startup and winterization for FY13 has taken place. Pool startup for the next season won’t take place until May or FY14. In FY13, winterization and startup costs totaled \$7,652 and were completed by Spear and Westport. City Parks staff do take part in startup and winterization activities at the pool, including opening the bathrooms, the concession stand, and moving items and articles around for opening. Parks staff, however, have not been involved with starting up or winterizing the pool mechanics. This has been due to the complicated nature of the pool’s mechanical system and City staff’s inexperience with it. To be honest, there’s been a level of comfort that Spear’s and Westport’s expertise with the pool system will ensure no costly mistakes. Sherry has confirmed that the City routinely receives insurance certificates from both contractors that include the City of Salem as additionally insured. Bob Kane reminded me recently that if City staff contributed to a breakdown in the pool’s mechanics, the City’s risk management policy would cover the costs to repair or replace the mechanics itself, but resulting concrete work, if any, would not be covered by the City’s policy.
9. Page 5 of Sherry’s February 11 memo includes some items that you are likely to see presented in a budget request for FY14. Notes as follows:
  - a. The pool floors need to be repainted. At present, we are bidding out this work, with bids due March 15. The plan is to consider the costs of the paint work that would be completed by a contractor and to also consider the costs that the City would incur to have seasonal pool staff complete the painting. \$10,000 is a very rough contractor estimate, and could change depending upon bids and who completes the work.
  - b. Sherry is also looking locally to repair some of the shark/log features, hopefully, at a reduced cost relative to what is estimated on Page 5.
  - c. Kevin Kane has spent a fair amount of time consulting on Salem pool operations, for which we are grateful. Kevin has recommended that two tall lifeguard chairs be purchased for the deep end. This does a couple things. One, it puts the lifeguards at a higher perspective for a better vantage point to review pool activity. Second, placing the lifeguards higher at the deep end dissuades socializing between the lifeguards and guests.
10. Please see Sherry’s February 21 memo to me. Notes as follows:
  - a. I’ve asked Sherry for assistance from Councilman-Hunsaker to identify specific maintenance and repair items of which we should be aware for future years’ budgets. I want to be able to plan for the budget items for future fiscal years for better financial planning.



## Memorandum

**DATE:** February 11, 2013  
**TO:** City Manager Bill Gruen  
**FROM:** Sherry Daniels, Director  
City of Salem Recreation Department  
**RE:** Salem Family Aquatic Center FY13/2012 End of Season Report

In response to your memo dated February 8, 2013, regarding Swimming Pool Budget Projections--

- I've added FY13 to the heading of each page.
- On Page 4 of the Salem Family Aquatic Center FY13/2012 End of Season Report, I have made projections for accounts that be incurring expenses through April 30.
- On Page 2 of the Salem Family aquatic Center FY13/2012 End of Season Report, I've added the cost of season passes, as well as the price of rentals.
- 2010 was our first year of operation in the new facility. I believe we have leveled off in attendance, and can expect attendance in future years to be in the 28,000 to 30,000 range--depending on the weather (i.e. rain and temperatures). With the opening of Mt. Vernon's new waterpark this summer, we will, in all likelihood, experience a slight decrease in swimmers. However, I feel confident we will bounce back from this, in that Mt. Vernon's entry fee (\$7) will be higher than Salem's, and that although people may occasionally drive to Mt. Vernon for a day's visit, they won't be driving to Mt. Vernon everyday.
- There are two ways to look at the extended season--
  - ✓ #1 - The Salem Family Aquatic Center can't be expected to be a money-maker for the City, but *IS* a "service" to the citizens of the community and should be open for their use as much as possible.
  - ✓ #2 - During the three seasons that Salem Family Aquatic Center has been open, the extended season has cost the City \$10,990, in other words, the extended season has operated in the red every season.

This is a decision the Council will need to make--whether they think the net loss of \$11,000 is significant enough to shut down the facility in mid-August, or whether to accommodate the 166 (daily average) people who visit the facility daily during the extended season.

February 11, 2013

- Regarding the **increase in chemical costs**--in 2010, although we budgeted for chemicals, most of the chemicals we needed for the opening season were provided by the contractor. Therefore, we bought some chemicals at the end of the 2010 season for the 2011 season (that explains the low expenditure in 2011). By the 2012 season, we had used all of our chemical inventory and had to purchase chemicals for the entire 2012 season. Of course, chemical costs also depend on the weather (rain and temperatures). This should be an ***average*** chemical cost in the future. Of course, increases in pricing will have to be taken into consideration.
- We hired three **Deck Supervisors** for the season. This position was created at the request of Thomas Christie in 2011. Mr. Christie's thoughts behind this was to keep the manager in the office most of the time, where they are easily accessible, rather than having to take care of situations on the deck. A Deck Supervisor is on duty from the time the pool opens to the public, until it closes to the public. During this time, they are constantly walking around the pool deck, answering questions, assisting the lifeguards when there is a discipline issue with a patron, correcting those who are breaking the rules (i.e. running, food on the pool deck, rough-housing, etc.). I've discussed this position with the pool manager, who feels this position to be very beneficial; however, if the Council chooses to do away with this position, we will cope. Total paid to Deck Supervisors in 2012 was \$5,596.25.
- On the last page (Page 5) of the FY13/2012 Salem Family Aquatic Center End of Season Report, I've included **next year's projects/expenses** that are above and beyond normal operational expenses.
- Work on the **surge tank** is posted in 01-5108-208. Spear did this work at the same time they did the winterization on the chlorine system--they didn't divide out the labor. Total cost for winterization and surge tank modification was \$2,274.40. I would estimate the cost for the surge tank to be approximately \$750.

Labor for **Opening/Start-Up** and **Winterization** of Salem Family Aquatic Center totalled \$7,652, and shows up in 01-5108-208. Any parts needed show up in 01-5108-314. Opening/Start-Up in 2012 cost \$ 2,932 (Westport \$1,851 for putting everything together for summer operations, including bucket feature, sprinklers, etc. and Spear \$1084 for starting up the chemical system); winterization cost was \$4,720 (Westport \$3,219.50 plus Spear ~ \$1,500).

Attachment: FY13/2012 SFAC End of Season Report



**FY13/2012 Season Report**  
*(Using January 31, 2013 Preliminary Financial Report)*

	<u><b>2010</b></u> <i>FY2011</i>	<u><b>2011</b></u> <i>FY2012</i>	<u><b>2012</b></u> <i>FY2013</i>
<b><u>REVENUE</u></b>			
Pool	\$162,410.37	\$166,696.56	\$154,533.69
Concessions	<u>\$ 49,767.85</u>	<u>\$ 41,920.90</u>	\$ 40,651.91
		Pepsi refund	+ 734.80
<b>Total Revenue</b>	<b>\$212,178.22</b>	<b>\$208,617.46</b>	<b>\$195,920.40</b>

<b><u>EXPENSES</u></b>	<b>\$198,131</b>	<b>\$220,272</b>	<b>\$225,996.86*</b>
<b>Projected Expenses (thru April 30, 2013) are anticipated to be</b>			<b>\$235,441**</b>

\*Per 01/31/13 Detailed Expenditures - \$288,671.86 less \$62,675 (01-5108-701 Debt Service) = \$225,996.86

\*\*NOTE: Beginning in May, 2012, 50% (\$22,630) of the Recreation Director's salary was taken from the Pool account (01-5108) and 50% from the Recreation account (08-5101).

**CONCESSIONS REPORT**

Revenue	\$41,386.71 (\$40,651.91 + \$734.80 Pepsi refund)
Expenses	(\$16,099.21)
Staffing*	<u>(\$11,838.54)</u>
	<b>\$13,448.96 (32.5%)</b>

\*Staffing: 86 days x 2 employees/day = 172 x 7.75 hours/day = 1,333 hours x \$8.25/hour = \$10,997.25 x 7.65% payroll tax = \$841.29. \$10,997.25 + \$841.29 = \$11,838.54 staffing costs



FY13/2012 Season Attendance Report  
86 days

	<u>2010</u> <i>FY2011</i>	<u>2011</u> <i>FY2012</i>	<u>2012</u> <i>FY2013</i>
Paid (daily) Attendance	31,402	26,476	25,224
Using Passes	7,943	5,974	5,177
Free (2 years & younger; gift cards)	2,053	1,217	1,410
<b>TOTAL DAILY SWIM ATTENDANCE</b>	<b>41,398</b>	<b>33,667</b>	<b>31,811</b>
	<u>2010</u> <i>FY2011</i>	<u>2011</u> <i>FY2012</i>	<u>2012</u> <i>FY2013</i>
Private party rentals	81	104	98
• Price for 1.5 hour rental	\$106.50	\$150+\$1/person	\$195+\$1/person over 300
Early Morning Swim (50 days)	862	823	796
Swim Team (practice + meets)	1,762	1,051	1,226
Individual Season Passes	127	167	172
	Individual - 3 years thru 16 years of age Resident \$ 52.00/Non-Resident \$ 65.00 Individual - 17 years thru 54 years of age Resident \$ 70.00/Non-Resident \$ 87.50 Individual -- 55 years of age & older Resident \$ 52.00/Non-Resident \$ 65.00	Individual \$ 65/R - \$ 80 NR	Same as 2011
Family Season Passes	166	119	111
	Family* Pass (up to 4 people) Resident \$150.00/Non-Resident \$187.50 Each additional person in family Resident \$ 36.00/Non-Resident \$ 45.00	Family \$180/R - \$220/NR Each Add'l Person \$ 36/R - \$ 45/NR	Same as 2011
Swimming Lessons	176	134	132



**FY13/2012 Extended Season Report**  
*August 18 through September 3 (7 days)*

Note: All of the following numbers have been included in the preceding End-of-Season Report

	<u><b>2010</b></u> <sup>(7)</sup> <i>FY2011</i>	<u><b>2011</b></u> <sup>(7)</sup> <i>FY2012</i>	<u><b>2012</b></u> <sup>(7)</sup> <i>FY2013</i>
Paid Daily Attendance	1,309	999	336
Attendance using a season pass	426	253	86
Free (2 years & younger)	31	31	18
<b>Total Daily Swim Attendance</b>	<b>1,755</b>	<b>1,283</b>	<b>440</b>

<u><b>Revenue</b></u>	<u><b>2010</b></u> <i>FY2011</i>	<u><b>2011</b></u> <i>FY2012</i>	<u><b>2012</b></u> <i>FY2013</i>
General Admission	\$5,218	\$3,988	\$1,183
Party Rentals	\$ 852	\$1,350	\$1,170
Concessions	<u>\$1,808</u>	<u>\$1,714</u>	<u>\$ 469</u>
<b>Total Extended Season Revenue</b>	<b>\$8,427</b>	<b>\$7,705</b>	<b>\$2,822</b>

<u><b>Expenses</b></u>	<u><b>2010</b></u> <i>FY2011</i>	<u><b>2011</b></u> <i>FY2012</i>	<u><b>2012</b></u> <i>FY2013</i>
Concession purchases		\$ 149	\$ 194
Chemicals	\$2,559	\$ 2,980	\$1,355
Staffing	\$ 8,529	<u>\$ 8,024</u>	<u>\$6,154</u>
<b>Total Extended Season Expenses</b>	<b>\$11,088*</b>	<b>\$11,153*</b>	<b>\$7,703*</b>
<b><i>*Does not include electrical usage</i></b>			

[Return to Table of Contents](#)
[Return to Main Page](#)
[Return to Previous Page](#)
[Return to Next Page](#)

## FY 13/2012 EXPENDITURES

*As of 01/31/13*

01-5108-

	<i>Opening season of new aquatic facility</i>		<i>As of 01/31/13</i>	FY13	<i>Projected</i>
	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Add'l Exp.</b>	<b>TOTAL FY13/2012</b>
101-00 Regular Employees	----	----	\$ 17,408	\$ 5,222	\$ 22,630
102-00 Part-Time Workers	\$ 110,839	\$ 137,050	\$ 123,783	\$ 500	\$124,283
102-01 Overtime	\$ 7,906	----	\$ 203	--	
202-00 Electricity	\$ 15,000	\$ 21,300	\$ 13,028	\$ 2,400	\$ 15,428
203-00 Telephone	\$ 1,400	\$ 1,170	\$ 880	\$ 287	\$ 1,107
204-00 Building Maintenance	\$ 60	\$ 3,100	\$ 152	--	
208-00 Equipment Maintenance	\$ 944	\$ 11,900	\$ 13,129	--	
210-00 Printing	\$ 68	\$ 52	\$ 9	--	
211-00 Advertising	\$ 666	\$ 650	----	\$ 624	\$ 624
212-00 Subscr & Memberships			\$ 164	--	
214-00 Professional Services	\$ 17,261	\$ 220	\$ 245	--	
216-00 Salex Tax – Concessions	\$ 3,412	\$ 2,872	\$ 2,781	--	
301-00 Uniforms	\$ 2,938	\$ 974	\$ 603	--	
302-00 Lifeguard Clothing/Equip.	----	\$ 2,907	\$ 2,827	--	
303-00 Security	----	----	\$ 261	\$ 261	\$ 522
305-00 Janitorial	\$ 1,408	\$ 1,550	\$ 1,728	--	
306-00 Office	\$ 1,285	\$ 1,000	\$ 737	--	
307-00 Tools & Small Equipment	\$ 1,510	\$ 677	\$ 97	--	
309-00 Concessions supplies/food	\$ 16,441	\$ 17,000	\$ 16,063	--	
311-00 Medical & Lab supplies	\$ 103	\$ 220	\$ 68	--	
312-00 Building Maint. Materials	\$ 236	\$ 210	\$ 36	--	
314-00 Equipment Maint. Materials	\$ 408	\$ 756	\$ 3,152	--	
315-00 Chemicals	\$ 12,903*	\$ 6,180*	\$ 23,301*	--	
317-00 Awards	\$ 1,060	\$ 66	\$ 72	--	
318-00 Botanical/Agricultural	\$ 150	\$ 755	\$ 57	\$ 150	\$ 207
319-00 Recreational Supplies	\$ 732	----	\$ 116	--	
402-00 Training	\$ 345	\$ 3,038	\$ 720	--	
409-00 Miscellaneous	\$ 1,056	\$ 2,460	\$ 2,911	--	
515-00 Departmental Equipment	\$ 41,967	\$ 4,165	\$ 1,465	--	
<b>TOTAL</b>	<b>\$240,098</b>	<b>\$219,272</b>	<b>\$225,997</b>	<b>\$ 9,444</b>	<b>\$235,441</b>

\*The increase in the cost of chemicals is due to the following: In 2010, although we budgeted for chemicals, most of the chemicals we needed for the opening season were provided by the contractor. Therefore, we bought some chemicals at the end of the 2010 season for the 2011 season (that explains the low expenditure in 2011). By the 2012 season, we had used all of our chemical inventory and had to purchase chemicals for the entire 2012 season.

My Documents: SFAC 2012 End of Season Report



**Projected Expenses in FY14**  
*(above and beyond the normal operational expenses)*

Painting of all pools <i>(this is a very rough estimate, as I haven't yet sent out RFPs)</i>	\$10,000
Repair logs (sharks/logs feature)	\$ 1,000
10 (1 carton) Deck Chairs	\$ 1,300
2 Lifeguard Chairs (tall) <i>(recommended by Kevin Kane)</i>	\$ 2,900
Guard Umbrellas	\$ 350
Guard tubes & covers	\$ 400
Indoor/Outdoor Wireless Security Cameras <i>(to monitor concessions area, locker area, etc. from office)</i>	\$ 450
Video Camera <i>(for filming SFAC training sessions)</i>	\$ 300
Leaf Blower	\$ 200
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	\$16,900



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## Memorandum

**DATE:** February 21, 2013  
**TO:** City Manager Bill Bruen  
**FROM:** Sherry Daniels, Director  
City of Salem Recreation Department  
**RE:** *Items for discussion at the February 25 Pool Workshop*

Please feel free to discuss any, all, or none of the following items . . .

- 2012 Pool Report
- **Fees** for the 2013 season. I believe there should be no change in the fees at this time. Fees were last increased in 2011.
- Scott Hester (Counsilman-Hunsaker) recommended that \$20,000 to \$30,000 be budgeted annually for ***maintenance and repairs***. He suggested any money not used be carried over into the next budget year.
- The ***extended season*** (mid-August through Labor Day) is strictly a “service” to the community—we lose several thousand dollars by keeping the facility open after school starts. Even though we are only open weekends, we have to keep feeding chemicals and running pumps seven days a week. Does Council wish to continue the practice of keeping the facility open beyond mid-August?
- In the 2012 season, we paid \$5,591.64 to Deck Supervisors. The position of ***Deck Supervisor*** was created in 2011 by City Manager Thomas Christie. He felt it was important to have someone circulating on the deck to interact with patrons, be available to answer any questions patrons may have, watch for discipline problems, enforce rules, etc. This position allows the on-duty manager to remain in the office, completing paperwork, preparing reports, monitoring chemical levels, handling discipline problems or employee issues, etc. Although this position is *very beneficial*, this position is not a “must have” to operate efficiently.
- I would like to make the manager’s position (Gayla’s) a ***salaried position***. In 2012, Gayla averaged 20-22 hours/week and was paid (*to date*) \$4,608. We still have a couple of meetings plus interviews to do, as well as getting the pool ready for opening. I propose that Gayla work a minimum of 30 hours per week and be paid a salary of \$6,000 per year.

February 21, 2013

- The position of ***lifeguard*** requires special training that costs the employee \$225 for a three year certificate. I believe it would be reasonable for the City to pay for at least 50% of this training cost. I also believe that we should consider paying the lifeguards an additional \$0.30/hour for each year they return to work at SFAC, as an incentive to return season after season.
- You had mentioned to me closing the pool at 6:00 p.m.--I agree with this change. It would not only reduce our staffing costs throughout the season, but would allow us to begin parties an hour earlier, making the last party of the evening a more desirable time slot that it is now.

I would like to have a final decision on the fees and closing time at this meeting, since I’m holding off having the Family Fun Guide printed until a decision has been reached.

Swimming Pool

MATURITIES 01 5108-701-00

Date	Beginning Bal	Rate	Principal	Interest	Accum Interest	Ending Bal
First Pmt = 181 days interest						
	3,100,000.00					3,100,000.00
4/1/2010	3,100,000.00	4.0000	115,000.00	2,300.00	67,184.93	2,985,000.00
10/1/2010	2,985,000.00			-	64,513.75	2,985,000.00
4/1/2011	2,985,000.00	4.0000	50,000.00	1,000.00	64,513.75	2,935,000.00
10/1/2011	2,935,000.00			-	63,513.75	2,935,000.00
4/1/2012	2,935,000.00	4.0000	55,000.00	1,100.00	63,513.75	2,880,000.00
10/1/2012	2,880,000.00			-	62,413.75	2,880,000.00
4/1/2013	2,880,000.00	4.0000	65,000.00	1,300.00	62,413.75	2,815,000.00
10/1/2013	2,815,000.00			-	61,113.75	2,815,000.00
4/1/2014	2,815,000.00	4.0000	75,000.00	1,500.00	61,113.75	2,740,000.00
10/1/2014	2,740,000.00			-	59,613.75	2,740,000.00
4/1/2015	2,740,000.00	4.0000	90,000.00	1,800.00	59,613.75	2,650,000.00
10/1/2015	2,650,000.00			-	57,813.75	2,650,000.00
4/1/2016	2,650,000.00	4.0000	100,000.00	2,000.00	57,813.75	2,550,000.00
10/1/2016	2,550,000.00			-	55,813.75	2,550,000.00
4/1/2017	2,550,000.00	4.0000	110,000.00	2,200.00	55,813.75	2,440,000.00
10/1/2017	2,440,000.00			-	53,613.75	2,440,000.00
4/1/2018	2,440,000.00	4.0000	120,000.00	2,400.00	53,613.75	2,320,000.00
10/1/2018	2,320,000.00			-	51,213.75	2,320,000.00
4/1/2019	2,320,000.00	4.0000	135,000.00	2,700.00	51,213.75	2,185,000.00
10/1/2019	2,185,000.00			-	48,513.75	2,185,000.00
4/1/2020	2,185,000.00	4.1000	145,000.00	2,972.50	48,513.75	2,040,000.00
10/1/2020	2,040,000.00			-	45,541.25	2,040,000.00
4/1/2021	2,040,000.00	4.2000	160,000.00	3,360.00	45,541.25	1,880,000.00
10/1/2021	1,880,000.00			-	42,181.25	1,880,000.00
4/1/2022	1,880,000.00	4.3000	175,000.00	3,762.50	42,181.25	1,705,000.00
10/1/2022	1,705,000.00			-	38,418.75	1,705,000.00
4/1/2023	1,705,000.00	4.3500	190,000.00	4,132.50	38,418.75	1,515,000.00
10/1/2023	1,515,000.00			-	34,286.25	1,515,000.00
4/1/2024	1,515,000.00	4.4000	205,000.00	4,510.00	34,286.25	1,310,000.00
10/1/2024	1,310,000.00			-	29,776.25	1,310,000.00
4/1/2025	1,310,000.00	4.4500	225,000.00	5,006.25	29,776.25	1,085,000.00
10/1/2025	1,085,000.00			-	24,770.00	1,085,000.00
4/1/2026	1,085,000.00	4.5000	240,000.00	5,400.00	24,770.00	845,000.00
10/1/2026	845,000.00			-	19,370.00	845,000.00
4/1/2027	845,000.00	4.5500	260,000.00	5,915.00	19,370.00	585,000.00
10/1/2027	585,000.00			-	13,455.00	585,000.00
4/1/2028	585,000.00	4.6000	280,000.00	6,440.00	13,455.00	305,000.00
10/1/2028	305,000.00			-	7,015.00	305,000.00
4/1/2029	305,000.00	4.6000	305,000.00	7,015.00	7,015.00	-
				3,100,000.00	66,813.75	1,733,087.43

**SFAC Pool Manager - Salaried**  
*January 15, 2013*

2013 season = 91 days

12 weeks + 1 weekend during extended season

30 hrs/week                      =        360.0 hours

1 weekend                         =        16.0 hours

4 winter meetings             =        8.0 hours

Interviews                      =        15.0 hours

Pre/post season clean-up =        40.0 hours

E-mails, phone calls, etc. =    40.0 hours

Estimated                        479.0 hours

x \$12 current hourly wage

\$5,748

From May 31, 2012 to December 31, 2012 - Gayla worked 353 hours.