



---

# MEMORANDUM

---

Date: June 28, 2018

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Kino Recreation Center Transition from the Mulcahy YMCA to the County Plan**

Attached are two documents related to the above subject. As you will recall from previous correspondence, the County has reassumed management of the Kino Recreation Center (KRC). The transition plan being implemented is attached for your information. Also attached, is a development plan for the transition and increased utilization of the KRC assets.

We have already been contacted regarding Gem Show reservations and other activities that will be occurring in the KRC in Fiscal Year 2018/19.

Attachments

CHH/anc

c: Jan Leshar, Chief Deputy County Administrator  
Reenie Ochoa, Director, Stadium District

## **KINO SPORTS COMPLEX EVENT CENTER**

### **TRANSITION PLAN TO DATE**

- Wednesday-May 30, 2018 begin meetings with Kurtis Dawson & Anthony Wright regarding transition of facility from YMCA to Pima County
- Monday-June 4, 2018 meeting with Procurement, Facilities and Finance regarding transition BOS documents, and equipment purchase
- Tuesday-June 5, 2018 signed letter requesting termination of lease provided by YMCA President/CEO Kurtis Dawson received by Jan Leshar
- Wednesday-June 6, 2018 weight and cardio equipment inspected by Arizona health at facility. Kino staff walk about of the facility
- Thursday-June 7, 2018 email evaluation of cardio/weight equipment inspection provided by Arizona Health. Inspection results sent to YMCA for review and renegotiation of purchase price
- Wednesday-June 13, 2018 received counter purchase offer for equipment from Kurtis Dawson
- Monday-June 18, 2018 BOS approval of the lease termination with the YMCA
- Email exchanges continued with regard to current YMCA user groups, press releases, message to public, and other logistics in preparation for June 30, 2018 transfer
- Phone call and email conversations with former YMCA users including general membership questions, Silver Sneakers group, employee, and room rentals.
- Wednesday-June 20, 2018 met with Facilities Management about transition. Established name of facility for Maximo and facility related issues as “Kino Events Center”, and scheduled locksmith to rekey all building locks on Monday morning-July 2, 2018.
- Friday-June 22, 2018 met with ITD staff on-site to walk thru phone, computer, and wifi needs. Phones will be switched to County system as of Monday-July 2, 2018. Other computer connectivity will occur during month of July. There will be no change or interruption of swimming pool services for phones until after 2018 swim season.
- Beginning Monday-June 25, 2018 final transition preparations begin for hand off effective Monday-July 2, 2018. As YMCA has programs that they have requested to continue thru the month of June, County has agreed to allow them access over the initial weekend as usual. Beginning on Monday-July 2, 2018 Kino staff will provide access and oversight to any and all activities within the building.

## KINO SPORTS COMPLEX EVENTS CENTER

### DEVELOPMENT PLAN

- **JUNE 2018:**

- ✚ Meet with YMCA transition team regarding move-out and transition details including user groups/individuals, equipment remaining or vacating, continued use of facility for confirmed rentals and summer programs
- ✚ Meet with various County departments including Budget & Finance, Procurement, Facilities Management, NRPR, Communications and ITD regarding immediate logistics in preparation for transfer of facility from YMCA/Facilities Management back to Kino Sports Complex
- ✚ Attend Attractions & Tourism office presentation regarding Pima County meeting spaces available for Visit Tucson related events
- ✚ Meet with Kino staff to conduct facility walk-thru, continuity of service for continuing group and program use thru transition, and future use coordination
- ✚ Rooms and amenities entered in the EZ Facility reservation system currently in use for ease of tracking. Current YMCA rentals entered.
- ✚ Reservation inquiries begin to be taken, requests submitted.

- **JULY 2018:**

- ✚ July 2, 2018 complete walk-thru of facility at 8am, and sign-off by YMCA staff. All YMCA keys with exception of swimming pool to be returned.
- ✚ July 2, 2018 inquiries begin to be price quoted and confirmed via existing Kino Sports Complex system as received.
- ✚ July 2, 2018 phones switched to County system by ITD and locks changed to County system by Facilities locksmith
- ✚ July 2, 2018 Kino staff begin to clean and access each room, answer customer inquiries, and meet & greet facility users holding room or program space thru the month of July
- ✚ July 10, 2018 provide list of equipment and supplies needed for event and meeting operations for spending approval
- ✚ July 16, 2018 meet with Facilities Management regarding immediate work needs and long term projects
- ✚ July 16, 2018 begin marketing push via Communications and Attractions & Tourism offices
- ✚ July 30, 2018 YMCA youth basketball program ends, summer YMCA swim program ends

- **AUGUST 2018:**

- ✚ Continue to work with YMCA previously reserved room rental groups predominately on weekends
- ✚ Completion of short-term projects by Facilities Management, and schedule for long term ones confirmed
- ✚ Kino staff begins purchasing equipment and supplies needed for event hosting as approved

- **SEPTEMBER 2018:**

- ✚ Begin initial planning for Events Center Open House in conjunction with Attractions & Tourism office
- ✚ Previously reserved room rentals end, and Kino Events Center rentals begin.