

INFORMATIONAL MEMORANDUM

TO: Tukwila Pool MPD Board President
FROM: Shawn Hunstock, Interim City Administrator
DATE: September 8, 2011
SUBJECT: Various MPD Formation Documents

ISSUE

The Tukwila Pool Metropolitan Park District (MPD) was approved by voters on August 16, 2011. Various formation resolutions need to be passed to formally create the MPD and begin operations.

BACKGROUND

The MPD intends to execute a twenty year lease agreement with the Tukwila School District for operation of the pool beginning September 14, 2011. Prior to execution of the lease agreement the Tukwila City Council, acting in their capacity as the MPD Board, must pass several resolutions formally creating the MPD and making various administrative decisions.

DISCUSSION

Appointments

By statute the MPD Board must elect a President and Clerk of the Board, to come from City Councilmembers, and appoint an Executive Director of the MPD. Staff recommendation is to appoint the City Parks and Recreation Director as Executive Director of the MPD. The Executive Director is the MPD's chief executive and administrative officer and shall report to the MPD Board on pool operations. The attached resolution also appoints, subject to approval by the County Treasurer, the City Finance Director as the MPD Treasurer.

School District Lease Agreement

The lease agreement with the Tukwila School District is for twenty years and includes the following payment amounts:

Lease Years 1-5	\$10,950 per year
Lease Years 6-10	\$11,497.50 per year
Lease Years 11-15	\$12,072.38 per year
Lease Years 16-20	\$12,675.99 per year

The lease can be extended by mutual agreement for two consecutive five year terms. The School District can not exercise termination provisions in the lease for the first two

years, and beginning in the third year a twelve-year notice for lease termination is required. This guarantees operation of the pool by the MPD for a minimum of fifteen total years.

Interlocal Agreements

City staff recommends the Board approve execution of an interlocal agreement with the City for provision of the following support services by City staff to the MPD:

- A. Administrative Services performed by the City Clerk
 1. Production of minutes for TPMPD meetings;
 2. Collect agenda items, prepare agendas, and prepare meeting packets and agenda items;
 3. Prepare meeting rooms;
 4. Notice meetings; and
 5. Organize and maintain District records and files according to state archive requirements.

- B. Information and Technology Services
 1. Consult with the TPMPD Board of Commissioners on TPMPD website design and creation, including e-mail capability;
 2. Build TPMPD website; and
 3. Maintain and post documents, and update TPMPD's website.
 4. Provide support of computers, telephones, cell phones, printers, copiers, fax machines used by the TPMPD.

- C. Finance
 1. Prepare annual report to the State Auditor's Office;
 2. Support State Auditor's Office with annual audit; and
 3. Maintain records and prepare reports, such as monthly expense and revenue reports.
 4. Provide general accounting services, monthly reports to the Board on the status of TPMPD funds.
 5. Provide semi-monthly payroll processing, file any necessary monthly, quarterly and/or annual payroll reports and returns.
 6. Provide Accounts Payable services, payment of invoices and Purchasing Card administration.
 7. Provide risk management administration.

- D. Parks and Recreation
 1. Project Management Support (.25 FTE).
 2. Maintenance of exterior pool grounds/landscaping.
 3. Janitorial services.
 4. Pool staff and management.

E. Human Resources

1. Recruitment of TPMPD employees.
2. Maintenance of employee records.
3. Benefit administration.

These services are subject to change upon mutual agreement by the MPD and the City. The City Administrator shall determine the specific staff assignments for each of the duties listed above. Costs above shall be charged to the MPD at actual costs using the City's project accounting system, plus 10% overhead.

The interlocal agreement also transfers capital assets the City currently owns for the pool to the MPD for the nominal fee of \$100.00.

Loan Agreement

A resolution is included in the agenda packet that provides for a loan between the City and the MPD for up to \$1.1 million plus 2% interest. Repayment, as recommended in the original MPD budget projections that Council reviewed previously, will be for ten years at the current market rate of interest (2%). The amount of the loan is based on staff projections of what the MPD will need to fund operations through receipt of the first significant property tax receipts in May 2013. Program revenue will also be credited to the MPD accounts, as well as expenses separately tracked and accounted for in a new fund in the City's accounting system.

Other Agreements and Contracts

One of the attached resolutions recommends the Board approve a contract with Lisa M. Marshall as the MPD legal counsel. Lisa is known by the City Attorney and comes with her recommendation.

Another resolution recommends the Board contract with Washington Cities Insurance Authority for general liability, property and equipment insurance for the MPD. The premium of \$5,000 is relatively low, and should the Board desire, a competitive bid process can be used at a later date to secure a different rate or different coverages.

RECOMMENDATION

Staff is recommending adoption of the various attached resolutions. This item is scheduled for the September 12th MPD Board meeting.

ATTACHMENT

Resolutions
Interlocal Agreements

