

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Allan Ekberg, President of the Board
Verna Seal, Clerk of the Board
Kimberly Matej, Interim Executive Director

Board Members: ▶ **Joe Duffie** ▶ **Joan Hernandez**
▶ **Dennis Robertson**
▶ **Kathy Hougardy** ▶ **De'Sean Quinn**

Monday, November 14, 2011, 6:00 PM
Tukwila City Hall Council Chambers

Resolution #6

1. CALL TO ORDER

2. CITIZEN COMMENTS

3. BUSINESS ITEMS

- a. Approval of 10/10/11 meeting minutes.
- b. Budget and finance: (forward items to 12/12/11 for public hearing/adoption)
 - (1) Budget for 2011-2012
 - (2) Long-term financial plan
 - (3) Capital budget
- c. Authorize the President of the Board to sign an amendment to the Interlocal Agreement with the City of Tukwila for support services with a new expiration date of January 15, 2013.
- d. Discussion regarding Citizen Advisory Group.
- e. Next steps/future agenda items (discussion only).

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4. REPORTS

- a. Commissioners
 - (1) Notes from visioning meeting (discussion at future meeting)
 - (2) Vouchers
- b. Staff

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5. MISCELLANEOUS

6. 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 tukclerk@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.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Interim Finance Director

DATE: November 4, 2011

SUBJECT: Tukwila Metropolitan Park District (MPD) 2011 and 2012 Budget, Long Term Financial Plan, and Essential Capital Improvements Budget

ISSUE

Review financial projections and proposed 2011 and 2012 budgets.

BACKGROUND

The Metropolitan Park District was formed on September 14, 2011. A District budget for the period from inception to the end of 2011 and a 2012 budget must be adopted no later than December 31, 2011. Also, policy decisions must be made regarding certain essential capital improvements, funding for these improvements and for other matters. To better understand the financial impact of various policy decisions and the effect of differing revenue and expenditure assumptions, a five-year projection and two 20-year projections, named Scenario 1 and Scenario 2, have been developed. The proposed 2011 and 2012 budgets are incorporated into, and are the base years for, the 5-year projection.

DISCUSSION

5-Year Projection. The proposed 2011 budget is the basis for the 5-year projection and is derived from the City of Tukwila's 2011 budget for pool operations. On the projection worksheet, the first column of data contains the full year 2011 City budget for pool operations; the second column contains the actual pool activity to September 14, 2011, the date of inception of the MPD; the third column of data is the difference between column 1 and column 2 and is the basis for the 2011 MPD proposed budget. Incorporated into column 3, (titled MPD 2011), are estimates of the financial impact of transactions unique to the MPD -- for instance the bridge (operating) loan in the revenue section and City overhead, MPD attorney, insurance and school lease costs in the expenditure section.

The proposed 2012 budget, column 4 of the 5-year projection, contains certain additional assumptions about revenues, costs and policy decisions as follows:

1. Program revenue in 2012 is reduced to reflect the effect of pool closure for one month for renovation work.
2. Operating expenditures increase at 4%.
3. The position for a ¾ time Aquatic Program Assistant is left unfilled.
4. Extra labor representing part-time life guards, swim instructors and other is reduced.
5. \$250,000 is budgeted for essential capital improvements that would be completed in 2012.

6. \$30,000 is contributed annually to a CIP reserve fund which will create a reserve fund of \$600,000 in twenty years that can be used for specific capital projects or for unexpected capital needs.
7. A draw on the operating loan with the City is made to sufficiently fund expenditures and provide a working cash reserve balance equal to 15% of expenditures.
8. No bonds are issued.

The 2013 – 2016 projections are based on the same assumptions as those for 2012 except -

1. No increase in program revenues from the 2011 base year.
2. The base year 2013 property tax levy is based on 2012 assessed value reduced by 4%.
3. Property Tax levy amount increases at 1% per year representing additional tax from new construction. It does not include an additional 1% increase in levy amount, which is allowed by state law.
4. Overhead costs increase at 4% with the exception of the school lease which increases every 5 years based on the terms of the lease agreement.
5. Repayment of the bridge (operating) loan begins in 2013 and will be paid off in 2022.
6. Public utility services are not reduced because the CIP projects creating energy savings have not been undertaken.
7. Ending fund balance is sufficient to cover a working cash reserve equal to 15% of annual expenditures.

20-Year Projection – Scenario 1.

The assumptions are the same as those contained in the 5-year projection except as follows.

1. In 2013, Bonds are issued for \$1,350,000; payback begins in 2014, extends through 2028 and totals \$1,800,000.
2. The 2012 budget reflects reduced revenue from pool closure for **three** months - October, November and December - instead of *one* month due to more extensive renovation. This also reduces the 2013 operating revenue projections.
3. In 2013 and beyond, public utility service costs decline due to energy savings produced by CIP projects.

20-Year Projection – Scenario 2.

The assumptions are the same as those contained in the 20-year projection, Scenario 1, except as follows.

4. 2014 – 2016 Program revenue increases by 1% instead of being flat lined.
5. 2014 - 2016 Property tax levy is increased by 2% instead of 1% -- representing a 1% increase from new construction and a 1% statutorily authorized increase.

Any ending fund balance in excess of the working capital reserve would be available for funding capital improvements or debt service.

A summary of assumption differences among the three financial projections follows:

Projection Term / Scenario	5-Year Projecton	20-Year Projection Scenario 1	20-Year Projection Scenario 2
Program Revenue increase	0%	0%	1%
Property Tax revenue increase new construction	1%	1%	1%
Property Tax revenue increase 1% allowed by state law	0%	0%	1%
Pool closure in # of months	1	3	3
\$1,350,000 of bonds are issued in 2013; debt service of \$1,800,000 is paid back over 15 years	no	yes	yes
Public Utility Costs are reduced for energy savings from capital improvments	no	yes	yes
Estimated ending fund balance 2016	\$574,228	\$326,656	\$351,923
Estimated ending fund balance 2021	na	(\$113,982)	\$191,844
Estimated ending fund balance 2031	na	(\$1,705,976)	\$5,939

The variations in the estimated ending fund balance demonstrate the dramatic effect minimal revenue growth has on the financial status of the District. Even after factoring in a 4% decline in assessed property value for the initial tax assessment year, the 20-year outcome is positive as long as growth occurs in revenue.

Additional information request from the Board President

RCW 35.61.100 Indebtedness limit-without popular vote

The MPD may contract indebtedness by the issuance of short-term obligations or general obligation bonds for park and parkway purposes and the extension and maintenance thereof, not exceeding in amount together with all other outstanding nonvoter approved general indebtedness, one-quarter of one percent (.0025) of the value of the taxable property. The current assessed value for the Metropolitan Park District is \$4,662,144,321 as of November 1, 2011 yielding non-voted debt capacity of \$11,655,361. This is the maximum amount the Board can bond for without a popular vote. General obligation bonds can be issued with a maximum term of 20 years.

RCW 35.61.110 Indebtedness limit-with popular vote

The MPD may contract indebtedness not exceeding in amount, together with existing voter-approved indebtedness and nonvoter-approved indebtedness, up to two and one-half percent (.025) of the value of the taxable property. At the current assessed value of \$4,662,144,321, voted debt capacity would equal \$116,553,608 before reduction for outstanding debt. A 3/5 majority vote or 60% voter approval is required.

RCW 35.61.210 Metropolitan Park District Fund

The Board may levy or cause to be levied a general tax on all the property located in the Metropolitan Park District each year not to exceed fifty cents per thousand dollars of assessed value of the property in such park district. In addition, the Board may levy or cause to be levied a general tax on all property located in said park district each year not to exceed twenty-five cents per thousand dollars of assessed valuation. Although park districts are authorized to impose two separate regular property tax levies, the levies shall be considered to be a single levy for purposes of the limitation provided for in Chapter 84.55 RCW.

RECOMMENDATION

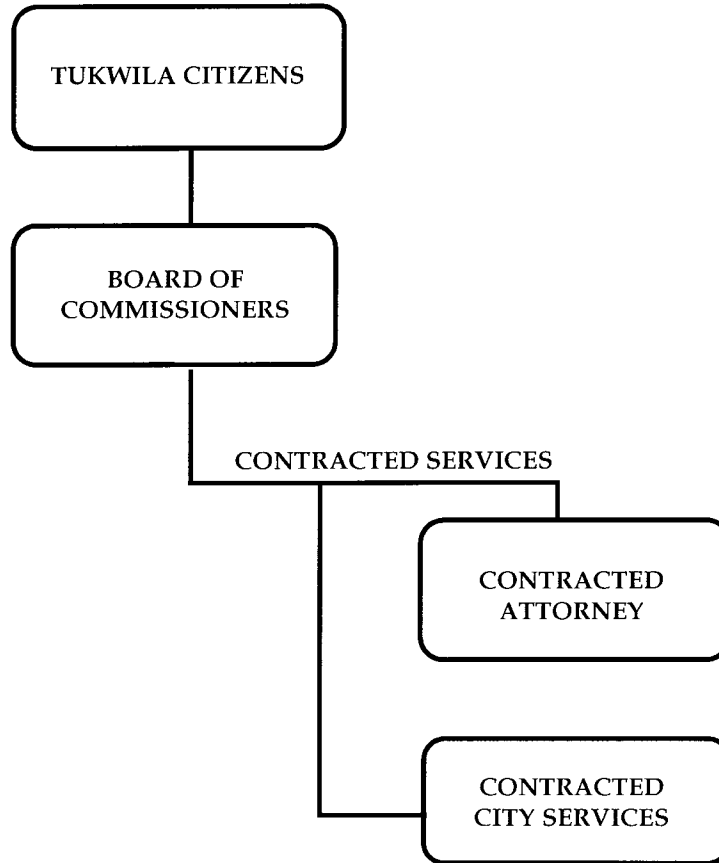
The Board is being asked to consider the financial projections and the proposed 2011 and 2012 Metropolitan Park District budget at the November 14, 2011 Regular Board Meeting and to approve the 2011 and 2012 budgets by Resolution at the December 12, 2011 Regular Board Meeting.

ATTACHMENTS

- Proposed Budget 2011-2012
- Long-Term Financial Plan:
 - 5-Year Projection
 - 20-Year Projection – Scenario 1
 - 20-Year Projection – Scenario 2
- Essential Capital Budget Memorandum dated 11/4/11 from Robert Eaton

2011- 2012 PROPOSED BUDGET

Metropolitan Park District



Goals & Accomplishments

DEPARTMENT: N/A

FUND: Agency

RESPONSIBLE MANAGER: Allan Ekberg
Verna Seal

DIVISION: N/A

FUND NUMBER: 630

POSITION: Board President 2011
Board President 2012

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.

2011 Accomplishments

- ◆ Increased Aquatic Program fee revenue by 10%. Aquatic Program fee revenue is 1% ahead of 2010's record amount through October 2011.
- ◆ Increased cost program recovery to meet council direction.
- ◆ Implemented non-resident fee structure for programs.
- ◆ Offered after school Special Olympics Swim Team program for Tukwila and other local area school district students in the spring. Fourteen athletes participated on this year's team.

2012 Program Goals

- ◆ Increase Aquatic Program fee revenue by 10%.
- ◆ Implement new TMPD resident and non-resident fee structure for programs.
- ◆ Implement new TMPD employee handbook.
- ◆ Increase number of participants in after school Special Olympics Swim Team program for Tukwila and other local area school district Students in the spring.
- ◆ New goal/initiative to be determined prior to adoption of the TMPD budget.
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*Tukwila Metropolitan Park District
TMPD Fund 630-Expenditure & Revenue Summary*

Object Description	2011		2012	
	ADOPTED CITY BUDGET	YTD ACTUALS THRU 9/13/2011-CITY	PROPOSED BUDGET*	PROPOSED BUDGET
10 Salaries & Wages	\$ 292,892	\$ 193,205	\$ 77,740	\$ 246,568
20 Personnel Benefits	77,985	64,219	28,434	78,807
30 Supplies	14,468	6,431	8,036	15,047
40 Other Services & Charges	142,824	115,257	72,921	255,674
00 Other	-	-	-	280,000
EXPENDITURE TOTAL	528,169	379,112	187,131	876,096

REVENUE				
General Fund Loan	-	-	170,586	817,510
General Fund	323,169	218,727	-	-
Program Fees	157,000	131,654	35,000	150,000
Rentals	48,000	28,731	9,615	40,000
REVENUE TOTAL	\$ 528,169	\$ 379,112	\$ 215,201	\$ 1,007,510
Fund Balance			28,070	131,414

Metropolitan Park District Proposed Budget	\$ 215,201	\$ 1,007,510
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* These amounts are projected costs for operating the Tukwila Metropolitan Park District from 09/14/2011 through year end.

¹ Available loan amount can be up to \$929,414.

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. There is a reduction of .75 FTE for 2012.

PERSONNEL	2012 FTE	2012 Budgeted	
		Salaries	Benefits
Aquatics Program Coordinator	1	\$ 79,416	\$ 34,791
Aquatics Program Specialist	1	53,652	24,519
Aquatics Program Assistant	-	-	-
Extra Labor		113,000	19,497
Overtime	-	500	-
Department Total	2	\$ 246,568	\$ 78,807

Professional Contract

Professional services contracts for the Metropolitan Park District includes communications, security and fire monitoring, operating lease, utilities, memberships, as well as contracted legal and City services.

Account Number	Purpose	2012
630.00.576.200.41.00	Locksmith, consultants, fire, security	\$ 300
630.00.576.200.42.00	Phone, security and fire monitoring	4,000
630.00.576.200.43.00	Mileage, meals, lodging, parking for WRPA conferences, training	400
630.00.576.200.44.00	Advertising banners, newspaper job listings	400
630.00.576.200.45.00	Rental of scissor lift for lights and ballasts	500
630.00.576.200.45.00	School Lease	10,950
630.00.576.200.47.00	Gas, electricity, sewer, and water	110,000
630.00.576.200.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	25,000
630.00.576.200.49.00	Permit fees, memberships, education and training	2,224
630.00.576.200.49.00	Contract Legal services	5,000
630.00.576.200.49.00	Contract City services	90,000
630.00.576.200.49.00	WCIA Insurance	5,000
630.00.576.200.49.08	Credit card charges	1,900
	Total Professional Services	\$ 255,674

Performance Measures

Parks & Recreation Aquatics Recreational Services	2008 Actual	2009 Actual	2010 Actual	2011 Projection	2012 Projection
Membership visits	14,478	14,234	14,519	15,000	15,500
Drop-in: lap, family & public swim	15,694	14,493	14,783	15,250	15,500
Facility rentals	258	295	263	265	275
Rental attendance	42,532	56,815	43,383	50,000	52,000
Observers and spectators	25,000	30,000	30,600	30,000	30,000

Revenue and Expenditures - 5 year Projections
2013 Tax Estimate and \$250K Capital

Draft 11-4-11 0% FEE 1% TAX

0% increase per year in fee revenue and 1% for New Construction

ANNUAL ESTIMATED REVENUE		CITY		MPD		Property Tax revenue				
		2011	2011	2011	2012	2013	2014	2015	2016	
18	CARRY OVER				\$ 28,070	\$ 159,484	\$ 374,623	\$ 460,210	\$ 527,242	
1	PROGRAMS ⁽¹⁾	0% growth	\$ 157,000	\$ 131,654	\$ 35,000	\$ 150,000	\$ 157,000	\$ 157,000	\$ 157,000	
2	RENTALS ⁽¹⁾	0% growth	\$ 48,000	\$ 28,731	\$ 9,615	\$ 40,000	\$ 48,000	\$ 48,000	\$ 48,000	
3	BRIDGE LOAN ⁽²⁾				\$ 170,586	\$ 817,510	\$ 111,904			
4	TAX REVENUE ⁽³⁾	1% growth	323,169	218,728	2012 proposed -4%	669,118	675,810	682,568	689,393	
5	TOTAL REVENUE		528,169	379,113	215,201	1,035,580	1,145,506	1,255,432	1,347,778	
			revised to 2011 adopted budget							

ANNUAL ESTIMATED EXPENDITURES		CITY		MPD		4% increase per year				
		2011	2011	2011	2012	2013	2014	2015	2016	
OVERHEAD										
7a	CITY Overhead	\$2500 max	0	0	26,475	90,000	93,600	97,344	101,238	
7b	MPD Attorney	Contracted			1,500	5,000	5,200	5,408	5,624	
7c	INSURANCE (WCIA)				5,000	5,000	5,200	5,408	5,624	
7d	School Lease	Due October	0	0	10,950	10,950	10,950	10,950	11,498	
7	OVERHEAD TOTAL		0	0	43,925	110,950	114,950	119,110	123,436	
8	BRIDGE LOAN	\$1.1M (2% 10 years)	0	0			121,458	121,458	121,458	
9	CIP Life-Cycle Replacement		0	0	250,000					
10	CIP RESERVE	Future CIP			30,000	30,000	30,000	30,000	30,000	
12	BOND PAYMENT (see CIP Page)		0	0	-					
	Total Overhead		0	0	43,925	390,950	266,408	270,568	274,894	

OPERATIONS		CITY		MPD		4% increase per year				
		2011	2011	2011	2012	2013	2014	2015	2016	
13a	FT SALARIES ⁽⁴⁾	revised to 2011 adopted budget	172,392	119,673	42,640	133,068	138,391	143,926	149,683	
13b	EXTRA LABOR ⁽⁵⁾		120,000	73,433	35,000	113,000	117,520	122,221	127,110	
13c	OVERTIME		500	99	100	500	520	541	562	
13	SALARIES & WAGES		292,892	193,205	77,740	246,568	256,431	266,688	277,355	
14a	FICA		22,155	14,735	6,347	19,436	20,213	21,022	21,863	
14b	PERS		16,045	8,766	3,936	13,638	14,184	14,751	15,341	
14c	IND. INSURANCE		2,848	9,400	3,927	11,782	12,253	12,743	13,253	
14d	MED/DENTAL/LIFE/VISION		1,517	1,239	5,578	6,458	6,716	6,985	7,264	
14e	SELF-INSURED MED. & DENTAL		35,420	30,079	8,646	27,493	28,593	29,736	30,926	
14	PERSONNEL BENEFITS		77,985	64,219	28,434	78,807	81,959	85,238	88,647	
15a	OFFICE & OPER. SUPPLIES		9,000	3,483	5,516	9,360	9,734	10,124	10,529	
15b	CHEMICALS		5,000	2,730	2,270	5,200	5,408	5,624	5,849	
15c	CENTRAL SUPPLIES		468	219	250	487	506	526	547	
15	SUPPLIES		14,468	6,432	8,036	15,047	15,649	16,275	16,926	
16a	PROFESSIONAL SERVICES		300	-	300	300	312	324	337	
16b	COMMUNICATION		4,000	1,588	2,411	4,000	4,160	4,326	4,499	
16c	TRAVEL		400	-	400	400	416	433	450	
16d	ADVERTISING		400	95	304	400	416	433	450	
16e	OPERATING RENTALS & LEASES		500	-	500	500	520	541	562	
16f	PUBLIC UTILITY SERVICES ⁽⁶⁾		110,000	96,493	13,500	110,000	114,400	118,976	123,735	
16g	REPAIRS & MAINTENANCE		25,000	13,419	11,581	25,000	26,000	27,040	28,122	
16h	MISCELLANEOUS		2,224	2,552	-	2,224	2,313	2,405	2,502	
16i	CREDIT CARD CHARGES			1,109	740	1,900	1,900	1,976	2,055	
16	OTHER SERVICES & CHARGES		142,824	115,257	28,996	144,724	150,437	156,454	162,713	
	Total Operations		528,169	379,112	143,206	485,146	504,476	524,655	545,641	

17	TOTAL EXPENDITURES		528,169	379,112	187,131	876,096	770,884	795,223	820,535
	15% Fund Balance				15%	28,070	131,414	115,633	119,283

SUMMARY						5-Year				
5	TOTAL REVENUE		528,169	379,113	215,201	1,035,580	1,145,506	1,255,432	1,347,778	
17	TOTAL EXPENDITURES		528,169	379,112	187,131	876,096	770,884	795,223	820,535	
18	YEAR END BALANCE		0	0	28,070	159,484	374,623	460,210	527,242	

NOTES

- (1) Revenue adjusted for construction closure for about a month in 2012
- (2) Bridge loan - borrowed \$1.1M from City until Tax is collected
- (3) 2013 = Estimated Tax collection reduced to 2012 projection -4%
- (4) 3/4 time Aquatic Program Assistant to be left vacant
- (5) Reduced Extra Labor from \$120,000, lifeguards, instructors & maintenance
- (6) NO energy efficiency CIP projects

Revenue and Expenditures - 20 year Projections
2013 Tax Estimate and \$250K + 1.35M Capital
0% FEE 1% TAX

Tukwila Metropolitan Park District

Revenue and Expenditures - 20 year Projections
2013 Tax Estimate and \$250K + 1.35M Capital
0% FEE 1% TAX

CITY	10-Year										15-Year										20-Year			
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2030	2031	
ANNUAL ESTIMATED REVENUE																								
1 BEGINNING FUND BALANCE	0	28,070	159,484	\$ 357,193	\$ 364,380	\$ 354,676	\$ 326,656	\$ 279,951	\$ 213,068	\$ 126,632	\$ 17,986	\$ (115,982)	\$ (269,825)	\$ (329,257)	\$ (432,957)	\$ (546,197)	\$ (752,907)	\$ (925,865)	\$ (1,139,507)	\$ (1,366,833)	\$ (1,546,093)	\$ (1,700,000)	\$ (1,839,616)	
1 PROGRAMS (1)	0	35,000	\$ 131,654	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	\$ 157,000	
2 RENTALS (1)	0	9,615	\$ 29,000	\$ 40,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	
3 BRIDGE LOAN (4)	0	170,586	\$ 839,340	\$ 794,774																				
4 TAX REVENUE (5)	218,728	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	669,393	
5 TOTAL REVENUE	379,113	1,035,580	1,098,076	1,239,020	1,251,948	1,249,070	1,227,943	1,189,202	1,128,891	1,048,017	947,546	822,823	674,298	622,257	526,023	420,322	221,227	55,961	1,140,913	794,594	590,564	380,484	151,039	
6 CITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7 OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8 BRIDGE LOAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9 CIP RESERVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10 CIP RESERVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11 BOND PAYMENT (see CIP Page)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ANNUAL ESTIMATED EXPENDITURES																								
1 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
26 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
27 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
28 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
29 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
30 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
31 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
32 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
33 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
34 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
35 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
36 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
37 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
38 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
39 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
40 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
42 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
43 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
44 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
45 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
46 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
47 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
48 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
49 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
51 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
52 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
53 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
55 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
56 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
57 CITY OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
58 CITY OVERHEAD	0	0																						

Revenue and Expenditures - 20 year Projections
2013 Tax Estimate and \$200M
1% FEE 2% TAX

Tukwila Metropolitan Park District

Revenue and Expenditures - 20 year Projections
2013 Tax Estimate and \$200M
1% FEE 2% TAX

CITY	15% increase per year in fee revenue and 2% for New Construction & Property Tax revenue										10-Year										15-Year										20-Year												
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
18 BEGINNING FUND BALANCE	0	28,070	131,414	329,123	840,551	351,923	341,539	321,155	290,442	247,407	171,804	123,059	173,426	176,160	176,681	180,467	182,724	23,619	184,095	185,936	187,915	0	28,070	131,414	329,123	840,551	351,923	341,539	321,155	290,442	247,407	171,804	123,059	173,426	176,160	176,681	180,467	182,724	23,619	184,095	185,936	187,915	
1 PROGRAMS ⁽¹⁾	0	35,000	131,654	140,000	158,570	161,537	163,975	165,009	166,625	170,009	171,709	173,426	176,160	176,681	180,467	182,724	184,095	185,936	187,915	189,847	191,847	0	35,000	131,654	140,000	158,570	161,537	163,975	165,009	166,625	170,009	171,709	173,426	176,160	176,681	180,467	182,724	184,095	185,936	187,915	189,847	191,847	
2 RENTALS ⁽²⁾	0	9,815	29,000	40,000	48,480	48,985	49,584	50,448	50,953	51,663	52,497	53,022	53,552	54,088	54,628	55,175	55,727	56,284	56,847	57,415	58,000	0	9,815	29,000	40,000	48,480	48,985	49,584	50,448	50,953	51,663	52,497	53,022	53,552	54,088	54,628	55,175	55,727	56,284	56,847	57,415	58,000	
3 TAX REVENUE ⁽³⁾	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728	218,728		
4 TAX REVENUE ⁽⁴⁾	379,113	1,007,510	1,096,007	1,218,674	1,250,323	1,274,337	1,289,322	1,295,748	1,299,303	1,278,438	1,253,372	1,215,707	1,165,159	1,222,281	1,246,670	1,273,335	1,282,883	1,282,883	1,282,883	1,282,883	1,282,883	379,113	1,007,510	1,096,007	1,218,674	1,250,323	1,274,337	1,289,322	1,295,748	1,299,303	1,278,438	1,253,372	1,215,707	1,165,159	1,222,281	1,246,670	1,273,335	1,282,883	1,282,883	1,282,883	1,282,883	1,282,883	
5 TOTAL REVENUE	528,169	1,244,008	1,344,762	1,507,502	1,559,576	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	528,169	1,244,008	1,344,762	1,507,502	1,559,576	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402	1,573,402
ANNUAL ESTIMATED EXPENDITURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ANNUAL ESTIMATED EXPENDITURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OPERATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16 FT SALARIES ⁽⁵⁾	172,302	42,640	133,068	138,991	143,926	149,683	155,671	161,898	168,373	175,108	182,113	189,397	196,974	204,852	213,041	221,548	230,431	239,648	249,234	259,203	269,574	172,302	42,640	133,068	138,991	143,926	149,683	155,671	161,898	168,373	175,108	182,113	189,397	196,974	204,852	213,041	221,548	230,431	239,648	249,234	259,203	269,574	
17 EXTRA LABOR ⁽⁶⁾	120,000	73,423	35,000	113,309	117,520	122,221	127,110	132,184	137,463	142,981	148,700	154,648	160,784	167,268	173,958	180,917	188,133	195,679	203,507	211,627	220,013	120,000	73,423	35,000	113,309	117,520	122,221	127,110	132,184	137,463	142,981	148,700	154,648	160,784	167,268	173,958	180,917	188,133	195,679	203,507	211,627	220,013	
18 OVERTIME	500	29	100	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	29	100	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500		
19 SALARIES & WAGES	292,827	193,225	246,568	256,413	266,588	277,355	288,590	299,987	311,967	324,667	338,045	352,093	366,831	382,240	398,339	415,118	432,687	451,066	470,294	490,411	511,464	292,827	193,225	246,568	256,413	266,588	277,355	288,590	299,987	311,967	324,667	338,045	352,093	366,831	382,240	398,339	415,118	432,687	451,066	470,294	490,411	511,464	
20 FICA	22,155	6,347	19,436	20,213	21,022	21,863	22,737	23,647	24,593	25,576	26,600	27,663	28,764	29,901	31,074	32,283	33,527	34,806	36,120	37,470	38,856	22,155	6,347	19,436	20,213	21,022	21,863	22,737	23,647	24,593	25,576	26,600	27,663	28,764	29,901	31,074	32,283	33,527	34,806	36,120	37,470	38,856	
21 PERS	16,045	8,766	33,936	33,638	33,341	33,044	32,747	32,450	32,153	31,856	31,559	31,262	30,965	30,668	30,371	30,074	29,777	29,480	29,183	28,886	28,589	16,045	8,766	33,936	33,638	33,341	33,044	32,747	32,450	32,153	31,856	31,559	31,262	30,965	30,668	30,371	30,074	29,777	29,480	29,183	28,886	28,589	
22 MED/DENTAL/LIFE/VISION	2,848	9,400	32,927	33,782	34,637	35,492	36,347	37,202	38,057	38,912	39,767	40,622	41,477	42,332	43,187	44,042	44,897	45,752	46,607	47,462	48,317	2,848	9,400	32,927	33,782	34,637	35,492	36,347	37,202	38,057	38,912	39,767	40,622	41,477	42,332	43,187	44,042	44,897	45,752	46,607	47,462	48,317	
23 SELF-INSURED MED & DENTAL	35,420	30,079	8,646	27,493	28,593	29,736	30,926	32,163	33,449	34,787	36,179	37,626	39,131	40,696	42,324	44,017	45,778	47,600	49,483	51,428	53,435	35,420	30,079	8,646	27,493	28,593	29,736	30,926	32,163	33,449	34,787	36,179	37,626	39,131	40,696	42,324	44,017	45,778	47,600	49,483	51,428	53,435	
24 PERSONNEL BENEFITS	77,985	64,219	28,434	78,807	81,959	85,238	88,647	92,193	95,881	99,716	103,705	107,853	112,167	116,654	121,320	126,173	131,219	136,468	141,927	147,604	153,508	77,985	64,219	28,434	78,807	81,959	85,238	88,647	92,193	95,881	99,716	103,705	107,853	112,167	116,654	121,320	126,173	131,219	136,468	141,927	147,604	153,508	
25 OFFICE & OPER. SUPPLIES	9,000	3,483	5,166	9,360	9,734	10,124	10,529	10,959	11,388	11,843	12,317	12,810	13,322	13,855	14,409	14,986	15,585	16,208	16,857	17,531	18,232	9,000	3,483	5,166	9,360	9,734	10,124	10,529	10,959	11,388	11,843	12,317	12,810	13,322	13,855	14,409	14,986	15,585	16,208	16,857	17,531	18,232	
26 CHEMICALS	5,000	2,780	2,270	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	2,780	2,270	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
27 SUPPLIES	14,468	6,432	8,036	15,047	15,649	16,275	16,926	17,603	18,307	19,039	19,800	20,592	21,416	22,273	23,164	24,090	25,052	26,050	27,084	28,154	29,261	14,468	6,432	8,036	15,047	15,649	16,275	16,926	17,603	18,307	19,039	19,800	20,592	21,416	22,273	23,164	24,090	25,052	26,050	27,084	28,154	29,261	
28 PROFESSIONAL SERVICES	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300		
29 ADVERTISING	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400		
30 TRAVEL	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400			
31 OPERATING RENTALS & LEASES	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500			
32 PUBLIC UTILITY SERVICES ⁽⁸⁾	110,000	96,429	13,500	110,000	77,576	80,471	83,690	87,237	91,114	95,333	99,894	104,807	109,974	115,406	121,114	127,107	133,394	140,000	146,944	154,248	161,931	110,000	96,429	13,500	110,000	77,576	80,471	83,690	87,237	91,114	95,333	99,894	104,807	109,974	115,406	121,114	127,107	133,394	140				



INFORMATIONAL MEMORANDUM

TO: Metropolitan Park District Board Commissioners

FROM: Robert Eaton, Project Coordinator

DATE: November 4, 2011

SUBJECT: Essential Capital Budget-\$250,000 MPD Short List

ISSUE

Consider utilizing approximately \$250,000 from the Bridge Loan to perform certain essential Capital Improvement Projects (CIP) work needed at the pool.

BACKGROUND

Attachment A is a short list of recommend CIP items that should be done as soon as possible using the balance from the Bridge Loan, approximately \$250,000. The items are broken into two categories, 1) new code requirements and 2) necessary HVAC system work.

DISCUSSION

The attached MPD CIP Short List was prepared based upon the assumption that additional CIP work would be performed in the near future. Most of the projects on the large CIP list can be packaged in work groups that provide efficiencies when performing the improvements. The two types of projects being recommended at this time are described below.

A new code will be in effect next year requiring complete independent access to the water for all patrons. The Tukwila Pool currently does not meet this code and two new fully automatic and independent chair lifts need to be purchased and installed to be compliant with this new code.

Second, the HVAC system is suffering in many areas (as seen on the pool tours) and needs significant repair and replacement. The majority of the HVAC work can be completed with this \$250,000 CIP money except for some boiler work. All pumps, Variable Frequency Drive Motors, and associated plumbing can be installed at the same time replacing the current worn out system. Then when the remaining boiler work is completed (as energy efficiency work) the new boiler(s) can be tied directly into the already installed new plumbing.

The HVAC controls currently have minor or no control over the different zones so replacing these now is necessary. This work goes hand in hand with the new heating system plumbing too.

Both the code and HVAC work that are completed now will still be utilized with the additional future CIP work that will be bonded for in the near future. If the larger list of needed improvements is not performed in the near future, a different "short" list would be recommended.

RECOMMENDATION

The Board is being asked at the November 14, 2011 MPD Board Meeting, to consider approving the 2012 MPD Budget with approximately \$250,000 for certain essential CIP work.

ATTACHMENTS

MPD CIP Short List dated 11-4-11

PRIORITIZED METROPOLITAN PARK DISTRICT PROPOSED CAPITAL IMPROVEMENT PLAN - DRAFT

W = Yields cuts to staff hours

Item #	1	2	3	4	5	6	Project	Cost	Annual Savings	Recovery in Years	Grant or Rebate	Comments	
	Safety	Maint/Ops	Efficiency	Comfort	Add-On	Future							
3	+	+	+	+			Condensing Boiler (Domestic Hot Water)	\$ 60,000	8K - 12K	5 - 7	Yes	Needed, new exhist stack, more efficient	
7	+						ADA Pool Chair Lifts (2)	\$ 15,000				Required by new code	
Subtotal								\$ 75,000					
10% Contingency								\$ 7,500					Standard PW Procedure
Total								\$ 82,500					

Option A

23	+	+	+	+			Nat. HVAC Digital Controls/Dampers					Needed, better control & comfort for users	
24	+	+	+	+			Lobby HVAC Digital Controls/Dampers					Needed, better control & comfort for users	
27	+	+	+	+			HVAC Natatorium Supply Fan VFD					Energy savings	
28	+	+	+	+			Building Heat Pump VFD					Energy savings	
29	+	+	+	+			Pool Heat Pump VFD					Energy savings	
30	+	+	+	+			HVAC Lobby Supply VFD	\$ 150,000	40K	3 - 6	Yes	Energy savings	
31	+	+	+	+			HVAC Lobby Exhaust VFD	\$ 150,000	\$ 170,000			Energy savings	
Subtotal								\$ 150,000	\$ 170,000				
10% Contingency								\$ 15,000					Standard PW Procedure
Total								\$ 165,000					
Grand Total								\$ 247,500					

Option B

9	+						Lighting Conversion*	\$ 15,000	800	3-6	Yes	Alternate dependent upon HVAC Bids.
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*Alternate option to be done dependent upon where the bids come in for the HVAC work.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Interim Finance Director

DATE: November 8, 2011

SUBJECT: Amend Interlocal Agreement

ISSUE

Extend the duration of the current interlocal agreement for support services between the City of Tukwila and the Metropolitan Park District (MPD).

BACKGROUND

The MPD would like to extend the interlocal agreement with the City by one year changing the termination date from January 15, 2012 to January 15, 2013 to allow more time to evaluate and put in place the appropriate administrative support structure for the MPD.

DISCUSSION

City staff agrees with the proposed extension of time and recommends the Board approve the addendum to the interlocal agreement with the City for provision of the support services by City staff to the MPD:

RECOMMENDATION

Staff is recommending adoption of Addendum I to the Interlocal Agreement. This item is scheduled for the November 14, 2011 MPD Board meeting. If approved by the Board, the agreement will then come before the Tukwila City Council at the November 21, 2011 Regular City Council Meeting for approval.

ATTACHMENTS

Addendum I to Interlocal Agreement
Interlocal Agreement

ADDENDUM NO. 1

**ADDENDUM TO INTERLOCAL AGREEMENT FOR SUPPORT SERVICES
BETWEEN THE CITY OF TUKWILA AND
THE TUKWILA POOL METROPOLITAN PARK DISTRICT**

THIS ADDENDUM is made and entered into this _____ day of _____, 2011, by and between the City of Tukwila and the Tukwila Pool Metropolitan Park District, both of whom are Washington municipal corporations, in accordance with the Interlocal Cooperation Act (RCW 39.34).

ITEM ONE REVISION TO SECTION II AGREEMENT: That Item 1.1. "Term" is amended to read as follows:

1. Term of Agreement and Renewal.

1.1 Term. This Agreement shall be valid until **January 15, 2013.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

CITY OF TUKWILA

TUKWILA POOL METROPOLITAN
PARK DISTRICT

By: _____
Jim Haggerton, Mayor

By: _____
Allan Ekberg Board President

Dated: _____

Dated: _____

Attest:

Attest:

City Clerk

Verna Seal, Clerk of the Board

Approved as to Form:

Approved as to Form:

Shelley M. Kerslake, City Attorney

Lisa M. Marshall, Attorney for TPMPD

**INTERLOCAL AGREEMENT
FOR SUPPORT SERVICES
BETWEEN THE CITY OF TUKWILA AND
THE TUKWILA POOL METROPOLITAN PARK DISTRICT**

In accordance with the Interlocal Cooperation Act (RCW 39.34), the City of Tukwila ("Tukwila") and the Tukwila Pool Metropolitan Park District ("TPMPD"), both of whom are Washington municipal corporations, hereby enter into the following agreement:

I. RECITALS

Tukwila and TPMPD, through their respective legislative bodies, have declared their intent to create a relationship whereby TPMPD contracts for support services from Tukwila; and

Tukwila and TPMPD recognize that the cost savings from shared support services greatly outweighs the increased facility and administrative expenses in creating and maintaining separate facilities and accounting practices associated with the operation of the City of Tukwila Pool and related services;

Now, Therefore, Tukwila agrees to provide, and TPMPD agrees to pay for, support services to facilitate the operation of TPMPD and the City of Tukwila Pool:

II. AGREEMENT

1. Term of Agreement and Renewal.

1.1 Term. This Agreement shall be valid from the Effective Date set forth in Section 4.1 of this Agreement until January 15, 2012.

1.2 Renewal. This Agreement may be renewed only by written agreement of both Parties.

2. Scope of Work.

2.1 Duties shall be performed primarily by the incumbent identified by job title, however, the City Administrator may delegate responsibilities based on staff availability and organizational needs. Tukwila shall perform the following duties for TPMPD:

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;
3. Maintain and post documents, and update TPMPD's website; and
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;
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; and
7. Provide risk management administration.

D. Parks and Recreation:

1. Project Management Support;
2. Maintenance of exterior pool grounds/landscaping;
3. Janitorial services; and
4. Pool staff and management.

E. Human Resources:

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

3. Cost of Support Services and Payment.

- 3.1 Cost Basis. TPMPD shall pay Tukwila for providing support services based on the hourly wages and benefits of City staff and their time spent providing support services, plus 10% for overhead expenses. The services provided under this agreement shall not exceed \$7,500.00 per month.
- 3.2 Monthly Invoice. Tukwila shall provide to TPMPD a monthly invoice for support services provided to TPMPD no later than 15 business days after the end of each month. Payment shall be due from TPMPD 30 days from the date of invoice and made payable to the City of Tukwila.
- 3.3 Transfer of Tukwila Pool Assets. Due to the formation of the TPMPD, Tukwila no longer is in need of the assets associated with the Tukwila Pool. For the consideration of \$100.00 Tukwila will transfer the assets listed on Exhibit A. to the TPMPD.

4. General Provisions.

- 4.1 Effective Date. This Agreement shall be effective upon ratification by each Party's governing body and execution by TPMPD's Board President and the Mayor of Tukwila.
- 4.2 Amendment. This Agreement may be amended only upon the consent of both Parties. Any amendments shall be in writing and shall be ratified and executed by the Parties in the same manner in which this Agreement was originally adopted.
- 4.3 Waiver. The waiver by any party of any breach of any term, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same term, covenant, or condition of this Agreement.
- 4.4 Severability. If any provision of this Agreement shall be held invalid, the remainder of the Agreement shall not be affected thereby.
- 4.5 Entire Agreement. This Agreement represents the entire understanding of the Parties and supersedes any oral representations that are inconsistent with or modify its terms and conditions.

4.6 Counterparts. This Agreement shall be effective whether signed by all Parties on the same document or signed in counterparts.

4.7 Notices. Any notice to be provided under the terms of this Agreement, shall be delivered by certified mail, return receipt requested, or by personal service to the following:

For Tukwila:

Christy O'Flaherty
City Clerk
City of Tukwila
6200 Southcenter Blvd.
Tukwila, WA 98188

For TPMPD:

Adam Ekberg
President
TPMPD
6200 Southcenter Blvd.
Tukwila, WA 98188

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

CITY OF TUKWILA

TUKWILA POOL METROPOLITAN
PARK DISTRICT

By: Jim Haggerton
Jim Haggerton, Mayor
Dated: September 14, 2011

By: Alan Hagg
Title: Board President
Dated: September 12, 2011

Attest:

Christy O'Flaherty, for:
Christy O'Flaherty, City Clerk

Attest:

Christy O'Flaherty
Title: Clerk of the Board

Approved as to Form:

Shelley M. Kerslake
Shelley M. Kerslake, City Attorney

Approved as to Form:

Lisa M. Marshall
Lisa M. Marshall, Attorney for TPMPD

Attachment: Exhibit A

TUKWILA POOL ASSETS

purchase date	asset_type	asset_desc	Years of Dep	original_cost	Accumulated Depreciation thru 12/31/2010	Book Value as of 12/31/2010
12/31/2003	bidg	Tukwila City Pool	7	2,180,200.00	292,628.00	1,887,572.00
12/31/2003	non-bidgim	Tukwila City Pool	7	9,593.00	4,480.00	5,113.00
12/31/2004	bidg	Tukwila City Pool - 2004 addition to GFA-3.17	6	98,762.00	11,850.00	86,912.00
12/31/2005	machequip	Artwork: Tukwila Pool Mural Project	0	5,440.00	-	5,440.00
12/31/2005	bidg	Tukwila City Pool - 2005 addition to GFA-3.17 (301 Fund)	5	51,952.94	5,195.29	46,757.65
12/31/2005	bidg	Tukwila City Pool: Diving Board (301 Fund)	5	8,170.12	4,085.06	4,085.06
12/31/2005	bidg	Tukwila City Pool: Heat Exchanger (301 Fund)	5	9,868.85	4,934.43	4,934.43
12/31/2005	bidg	Tukwila City Pool: Mechanical Room Doors (301 Fund)	5	6,177.43	2,059.14	4,118.29
12/31/2005	bidg	Tukwila City Pool: 2005 additions to GFA-3.17 (301 Fund)	5	9,730.00	4,865.00	4,865.00
12/31/2005	bidg	Tukwila City Pool: 2005 additions to GFA-3.17 (301 Fund)	5	7,390.00	739.00	6,651.00
12/31/2006	bidg	Tukwila City Pool: 2006 HVAC & Painting Imps. (301 Fund)	4	8,964.00	2,390.40	6,573.60
					\$ 333,226.32	\$ 2,063,022.02
					\$ 2,396,248.34	\$ 2,063,022.02

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director

DATE: November 9, 2011

SUBJECT: Citizens Pool Advisory Group Discussion

ISSUE

The Tukwila Pool Metropolitan Park District President has indicated an interest in the formation of a Citizens Pool Advisory Group.

DISCUSSION

The recent success of establishing the Metropolitan Park District can be largely attributed to the efforts of an active group of Tukwila citizens. If the Board of Commissioners would like to take steps to formalize a Citizens Pool Advisory Group, staff can prepare a resolution that would include the appointment process, term length, duties, and meeting frequency.

If the decision is made to establish a Citizens Pool Advisory Group, a position notification would be publicized and applications accepted. The applications would be reviewed and potentially the candidates would be interviewed by the Board or a group selected by the board. The successful applicants would then be recommended by the Board President for appointment by the Board of Directors.

The Citizens Pool Advisory Group would then discuss and make recommendations on issues to the MPD Board as outlined in the resolution or as requested by the Board.

RECOMMENDATION

Provide direction regarding the Citizens Pool Advisory Group.

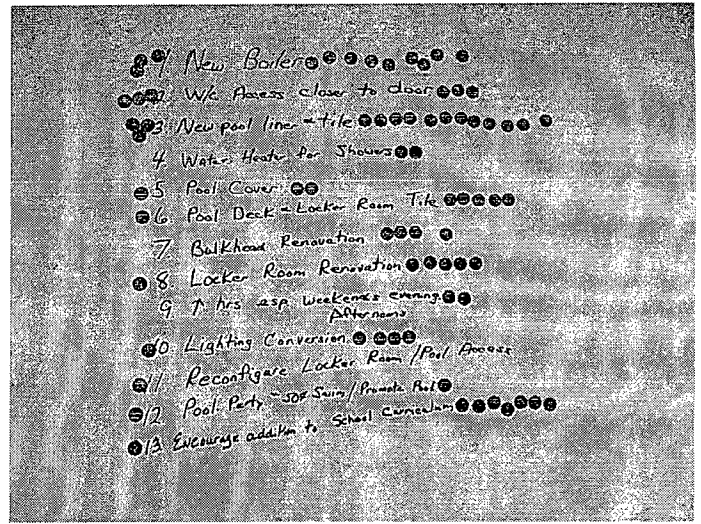
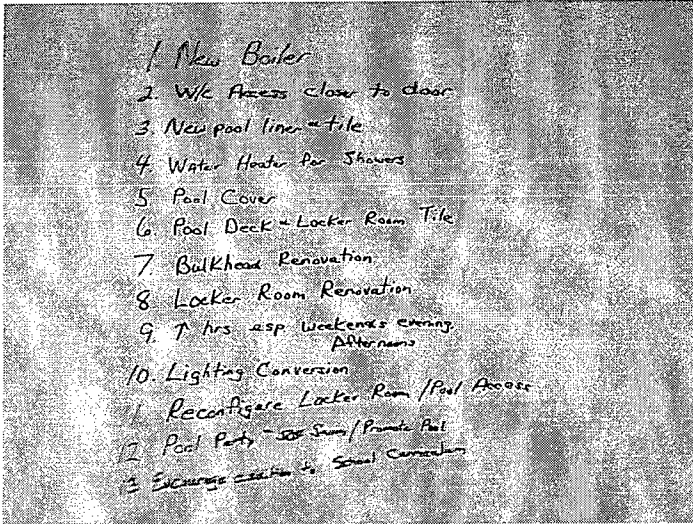
Tukwila Metropolitan Park District
 Friday, October 28, 2011
 Citizen Visioning Meeting Notes

Critical Maintenance (15)	15
New pool liner and tile (15)	15
Improved relationship w/ School District (13)	13
New Boiler (13)	13
Pool not to be holding to entity (school district land) (12)	12
Fair Wages/Benefits (9)	9
Heat and HVAC (9)	9
Encourage addition to school curriculum (8)	8
Grants & Scholarships for residents in need (8)	8
Like variety of programs (6)	6
Locker room renovation (6)	6
Long term financial sustainability (6)	6
Long Term Plan 15 + years (6)	6
Pool deck and locker room tile (6)	6
Wheelchair access closer to door (6)	6
Lighting Conversion (5)	5
Better communication – MPD to citizens/pool to citizens (4)	4
Bulkhead renovation (4)	4
Energy Conservation (4)	4
Energy Showcase (4)	4
Hours Availability (4)	4
Pool Envy (4)	4
Senior / Health Services (4)	4
Tukwila Village Partnership (4)	4
Dog Swim before draining (3)	3
Every Child Learns to Swim (3)	3
Family Changing Rooms (3)	3
Hospitality – Seniors (3)	3
Must important to keep swimming in city / near population (3)	3
Pool cover (3)	3
Auto Shut-off showers and sinks (2)	2
Increase hours, especially weekends, evenings, afternoons (2)	2
Life Safety (2)	2
More Tukwila Kids Swimming (2)	2
Pool Party: 50 cent swim / promote pool (2)	2
Prioritize Maintenance (2)	2
Water heater for showers (2)	2
Capital needs addressed (1)	1
Champion Level Sports (1)	1
Continuing energy from STP to increase citizen engagement in supporting pool and commissioners (1)	1

Tukwila Metropolitan Park District
Friday, October 28, 2011
Citizen Visioning Meeting Notes

Continuous Service (1)	1
Like Instructors (1)	1
Programs: Community Based, League Based (1)	1
Reconfigure locker room / pool access (1)	1
Reserves (1)	1
Therapy pool (1)	1
Warmer Pool (1)	1
ADA Access / Parking	0
Aquatic Center / Lazy River	0
Community Outreach (0)	0
Community Swim Team	0
Expand Footprint (0)	0
Fundraising Ideas	0
Liner Repair	0
Meet Minimum Code (0)	0
Meeting / Community Space	0
Monthly Locker Rentals	0
Multi- Purpose Room (0)	0
Own Land	0
Partnership/Sponsorship w/ city business	0
Pool Culture (0)	0
Pool Near Schools (0)	0
Relationship Building (0)	0
Repair Tile	0
Safety (0)	0
Scope of Services (0)	0
Seattle Southside engagement and chamber participation	0
Special Events	0
Update Showers	0
Wheelchair Access Parking Lot	0

Tukwila Metropolitan Park District
 Friday, October 28, 2011
 Citizen Visioning Meeting Notes

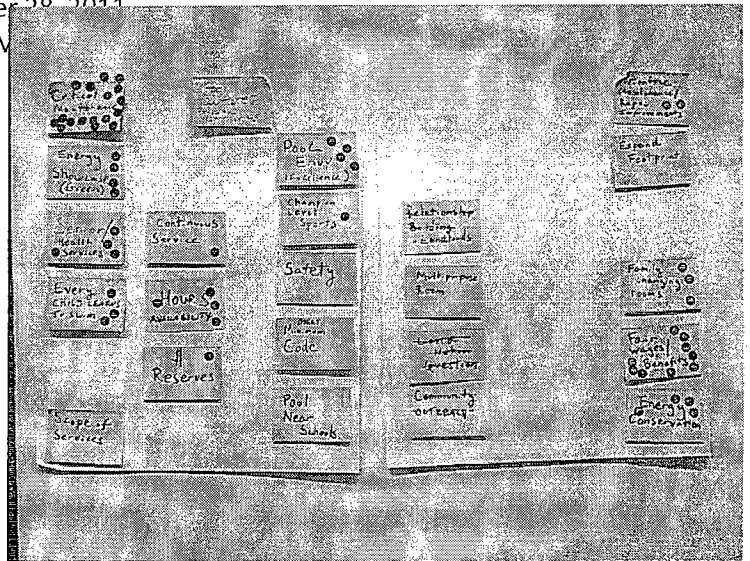
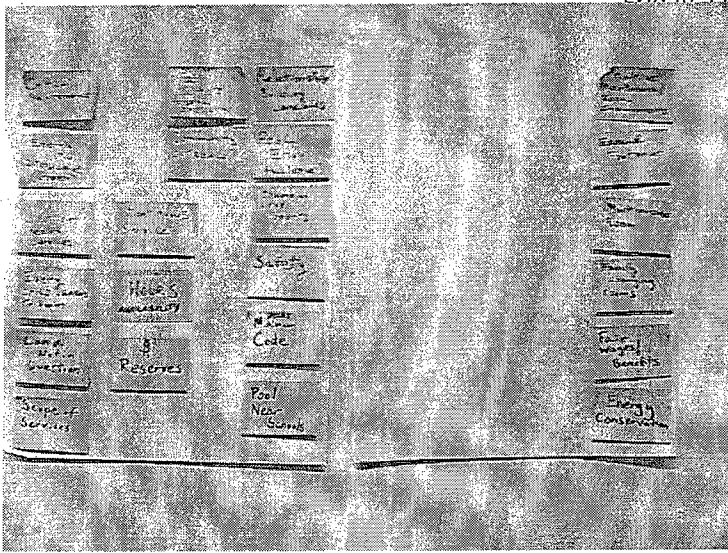


- New Boiler (13)
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- Increase hours, especially weekends, evenings, afternoons (2)
- Lighting Conversion (5)
- Reconfigure locker room / pool access (1)
- Pool Party: 50 cent swim / promote pool (2)
- Encourage addition to school curriculum (8)

Tukwila Metropolitan Park District

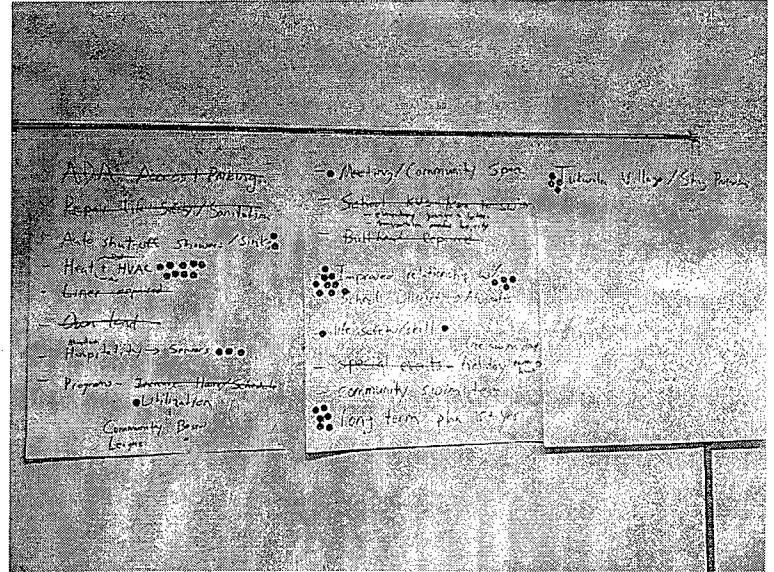
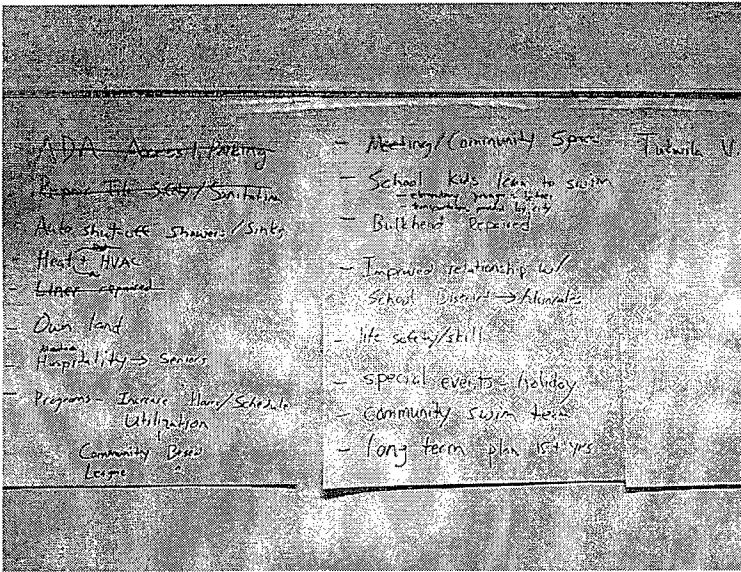
Friday, October 28, 2011

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- Critical Maintenance (15)
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- Scope of Services (0)
- Pool Culture (0)
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- Pool Envy (4)
- Champion Level Sports (1)
- Safety (0)
- Meet Minimum Code (0)
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- Relationship Building (0)
- Multi- Purpose Room (0)
- Community Outreach (0)
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- Energy Conservation (4)

Tukwila Metropolitan Park District
 Friday, October 28, 2011
 Citizen Visioning Meeting Notes



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- Repair Tile
- Auto Shut-off showers and sinks (2)
- Heat and HVAC (9)
- Liner Repair
- Own Land
- Hospitality – Seniors (3)
- Programs: Community Based, League Based (1)
- Meeting Community Space
- Improved relationship w/ School District (13)
- Life Safety (2)
- Special Events
- Community Swim Team
- Long Term Plan 15 + years (6)
- Tukwila Village Partnership (4)

Tukwila Metropolitan Park District
 Friday, October 28, 2011
 Citizen Visioning Meeting Notes

WARMER POOL
 (COOLERS + LAYS)

1. Wheelchair access - parking lot
2. AQUATIC Center w/LZ river
3. Update showers
4. Partnership/Sponsorship w/ city/business (ie Sundan)
5. Like instructors
6. Pool not to be holding to any entity (ie Land ownership)
7. 15 YEAR LEASE - Land owned by school they can't sell back

8. Like variety of programs (ie swimming pool for low income families)
9. Long term financial sustainability
10. CAPITAL needs addressed
11. Most important - to keep swimming in city / near population
12. Therapy pool
13. More Tukwila kids swimming
14. Hire swimming pool at Tukwila School Clinic
15. Monthly Locker Rentals

16. Dog Swim (before draining pool)
17. Fundraising Ideas
 (ways to raise high profile for pool for city)
18. Grants & Scholarships for needy residents
19. Continuing energy from STP to support pool & support commissioners
20. Better communication - MPD to citizens (use Tukwila network) Pool to citizens
21. Seattle Southside engagement & Chamber participation

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