

# Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*  
Kathy Hougardy, *Clerk of the Board*

*Board Members:* ▶ Joe Duffie ▶ Dennis Robertson  
▶ Allan Ekberg  
▶ De'Sean Quinn ▶ Kate Kruller

Monday, November 19, 2012, 8:00 PM  
Tukwila City Hall Council Chambers

Resolution #13

**1. CALL TO ORDER**

**2. CITIZEN COMMENTS**

<b>3. CONSENT AGENDA</b>	a. Approval of minutes: 10/15/12 b. Approval of vouchers.	
<b>4. PUBLIC HEARINGS</b>	a. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District adopting the annual budget of the Tukwila Metropolitan Park District for the fiscal year 2013.	<b>Pg.11</b>
	b. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District levying the general taxes for the fiscal year commencing January 1, 2013, on all property, both real and personal, within said district.	<b>Pg.21</b>
<b>5. BUSINESS ITEMS</b>	a. 2013 program and fees review.	<b>Pg.1</b>
	b. Capital projects update.	<b>Pg.7</b>
	c. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District adopting the annual budget of the Tukwila Metropolitan Park District for the fiscal year 2013.	<b>Pg.11</b>
	d. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District levying the general taxes for the fiscal year commencing January 1, 2013, on all property, both real and personal, within said district.	<b>Pg.21</b>
	e. Authorize the Board President to sign an Interlocal Agreement with the City of Tukwila regarding bonding for capital improvements for the Tukwila Pool.	<b>Pg.27</b>
<b>6. REPORTS</b>	a. Commissioners	
	b. Staff: <ul style="list-style-type: none"> <li>• Capital Improvement Program (CIP) status</li> <li>• Operational issues</li> <li>• Short-term agenda review</li> <li>• Open Public Meetings Act – Tukwila Pool Advisory Committee</li> </ul>	<b>Pg.39</b>
	c. Tukwila Pool Advisory Committee: <ul style="list-style-type: none"> <li>• Agenda and minutes</li> <li>• Chairperson report</li> </ul>	<b>Pg.47</b>
	d. Miscellaneous: <ul style="list-style-type: none"> <li>• Next meeting is December 17, 2012.</li> </ul>	

**7. MISCELLANEOUS**

**8. 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 [TukwilaCityClerk@tukwilawa.gov](mailto:TukwilaCityClerk@tukwilawa.gov)). This notice is available at [www.tukwilawa.gov](http://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: Rick Still, Parks and Recreation Director 

DATE: November 14, 2012

SUBJECT: 2013 Tukwila Pool Fees Increase

#### ISSUE

Fees increase for Tukwila Pool programs and rentals.

#### BACKGROUND

In December 2011, the Board reviewed user fees and approved an increase of selected non-resident user fees. At that time, the Board determined it would be best to review the fees again, at a later date, to decide if fees should change for all users upon the completion of the Capital Improvement Project.

As part of the 2012 MPD Long Term Agenda and Work Plan, a preliminary review of 2012 Tukwila Pool Programs and User Fees was presented at the September 12<sup>th</sup> Board meeting. The Board requested the Tukwila Pool Advisory Committee (TPAC) to review the fees and prepare a recommendation for the November MPD Board meeting.

#### DISCUSSION

Attached is the spreadsheet presented to the MPD Board at the September 12<sup>th</sup> meeting (Attachment A) which includes current user fees, proposed fee changes, and the industry average (average fees compiled from seven regional pools). The spreadsheet demonstrates that most user fees will continue to remain slightly below the regional average and resident user fees remain below the regional average for nearly all fee types. The spreadsheet also demonstrates non-resident user fees that were implemented in May of 2012.

Attachment B provides a breakdown of pass sales and projected revenue that is expected to occur if a user fees increase is implemented. Keeping in mind that several non-resident fee increases occurred in May of 2012. Note, this attachment is based upon a 12 month year.

The MPD Board is being asked to consider the following:

#### Should the MPD Board implement a fees increase?

##### *Option 1*

Continue to utilize the current user fees.

##### *Option 2*

Implement a fee increase that includes the following:

- Increase all pass fees by approximately 5% (rounding to the nearest dollar) with the exception of Non-Resident 10 punch cards. Non-Resident 10 punch cards should remain at current rates as they are already equal to 10 drop in visits.
- Increase Party Rentals by approximately 5%.

- Increase Resident individual lane rentals to Non-resident individual lane rates. This increase will bring rates closer to regional lane rental rates yet Tukwila will continue to remain slightly below the average.

**Recommendation:** Staff recommends that fees increase in accordance with the proposed increases demonstrated in attachments A and B.

**When should the MPD Board implement fees increases, if they choose to do so?**

*Option 1*

Implement a fee increase in May 2013 to coordinate with the Tukwila Parks and Recreation program guide. An increase implemented at this time would result in approximately \$3280 in additional revenue for 2013. \$3280 is based upon prorating 8 months of additional revenue.

*Option 2*

Implement a fee increase in September 2013 to coordinate with the Tukwila Parks and Recreation program guide. An increase implemented at this time would result in approximately \$1640 in additional revenue for 2013. \$1640 is based upon prorating 4 months of additional revenue.

*Option 3*

Implement a fee increase in January 2014 to coordinate with the Tukwila Parks and Recreation program guide. An increase that goes into effect in January 2014 will not impact the 2013 revenue however will enable staff to focus on increasing patronage without implementing fee increase. Additionally, waiting until January 2014 to implement a fee increase will have the least impact upon patrons, who were greatly impacted by the recent closure. An increase implemented at this time would result in approximately \$4920 in additional revenue for 2014.

**Recommendation:** Staff recommends a fee increase to occur in January of 2014 to allow staff time to reacclimatize patrons with the pool and attract new patrons to the pool without the hindrance of a fee increase soon after the re-opening of the facility.

**RECOMMENDATION**

TPAC: At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt and implement the recommended fee increase effective May 2013.

STAFF: Recommends the MPD Board to implement a fee increase effective January 2014.

***It is not necessary for the Board to make a decision at this meeting. If it is the desire of the Board to raise fees to be effective May 2013, a motion will be needed at the January Board Meeting, in time to incorporate the fees into the Recreation Brochure.***

**ATTACHMENT**

Attachment A – User Fees Spreadsheet (9/17/12)  
Attachment B – Pass Sales/Projected Revenue

# Current Fee Schedule and 2013 Proposed Schedule

Fee Type	Tukwila Resident Note: fee was not changed in 2012	Proposed 2013 Resident Fee	Early 2012 Tukwila Non-Resident	2012 Non-Resident Fee Note: new fee structure was implemented in early 2012	Proposed 2013 Non-Resident Fee	Industry Average (average compiled with data from seven surrounding pools)
Adult Drop-in	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$4.22
Youth/Sr Drop-in	\$3.00	\$3.00	\$3.00	\$4.00	\$4.00	\$3.48
Adult H2OX Drop-in	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.54
Sr. H2OX Drop-in	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.12
Youth 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$33.29
Adult 10 Punch Public Swim	\$36.00	\$38	\$36.00	\$40	\$40	\$38.81
Senior 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$30.73
Youth 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Adult 1 Month Pass	\$39.00	\$41	\$43.00	\$49	\$52	\$50.50
Sr. 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Youth 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$103.53
Adult 3 Month Pass	\$105.00	\$110	\$115.00	\$132	\$139	\$142.55
Sr. 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$93.03
Youth 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$277.94
Adult 12 Month Pass	\$308.00	\$323	\$339.00	\$388	\$407	\$386.72
Sr. 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$226.94
Adult H2OX 10 visit	\$52.00	\$55	\$52.00	\$60	\$60	\$59.70
Sr. H2OX 10 visit	\$42.00	\$44	\$42.00	\$50	\$50	\$44.77
Swim Lesson (\$/class)	\$5.50	\$5.50	\$6.00	\$6.50	\$6.50	\$7.88
Private Lessons	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00	\$30.44
Semi Private Lessons	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00	\$28.50
Party Rental (1-25 ppl) /hr	\$110.00	\$116.00	\$110.00	\$140.00	\$140.00	\$123.67
Party Rental (26-60 ppl) /hr	\$135.00	\$140.00	\$135.00	\$170.00	\$170.00	\$162.08
Party Rental (60-90 ppl) /hr	\$160.00	\$168.00	\$160.00	\$200.00	\$200.00	\$180.56
Party Rental (90-120ppl) /hr	\$185.00	\$195.00	\$185.00	\$235.00	\$235.00	\$217.57
Party Rental (120-150ppl) /hr	\$210.00	\$220.00	\$210.00	\$265.00	\$265.00	\$253.71
Party Room 1/hr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.56
Lane Rental/hr - Schools	\$9.00	\$12.00	\$9.00	\$12.00	\$12.00	\$13.38
Lane Rental/hr - Swim Team	\$8.00	\$11.00	\$8.00	\$11.00	\$11.00	\$12.05

Note: All fees remain lower than the industry average with the exception of drop-in rates as staff are encouraging the purchase of a pass vs. utilizing the drop-in rate.



Comparison of 2011 Tukwila Pool Pass sales and revenues  
with Proposed 2013 Tukwila Pool Pass rates and projected revenues

Fee Type	2011					2013					
	# Resident Purchased	Resident Rate	Revenue	# Non Resident Purchased	Non-Resident Rate	Total Revenue	Proposed Resident Rate	Projected Resident Revenue change	Proposed Non-Resident Rate	Projected Non Res. revenue change	Total projected revenue increase
Youth 10 Punch Public Swim	27	\$27	\$729	14	\$27	\$378	\$28	\$27.00	\$30	\$42.00	\$69.00
Adult 10 Punch Public Swim	125	\$36	\$4,500	99	\$36	\$3,564	\$38	\$250.00	\$40	\$396.00	\$646.00
Senior 10 Punch Public Swim	75	\$27	\$2,025	131	\$27	\$3,537	\$28	\$75.00	\$30	\$393.00	\$468.00
Youth 1 Month Pass	35	\$28	\$980	11	\$31	\$341	\$29	\$35.00	\$37	\$66.00	\$101.00
Adult 1 Month Pass	71	\$39	\$2,769	25	\$43	\$1,075	\$41	\$142.00	\$52	\$225.00	\$367.00
Sr. 1 Month Pass	34	\$28	\$952	45	\$31	\$1,395	\$29	\$34.00	\$37	\$270.00	\$304.00
Youth 3 Month Pass	4	\$66	\$264	2	\$73	\$146	\$69	\$12.00	\$87	\$28.00	\$40.00
Adult 3 Month Pass	18	\$105	\$1,890	13	\$115	\$1,495	\$110	\$90.00	\$139	\$312.00	\$402.00
Sr. 3 Month Pass	15	\$66	\$990	30	\$73	\$2,190	\$69	\$45.00	\$87	\$420.00	\$465.00
Youth 12 Month Pass	0	\$187	\$0	0	\$205	\$0	\$196	\$0.00	\$247	\$0.00	\$0.00
Adult 12 Month Pass	4	\$308	\$1,232	4	\$339	\$1,356	\$323	\$60.00	\$407	\$272.00	\$332.00
Sr. 12 Month Pass	26	\$187	\$4,862	25	\$205	\$5,125	\$196	\$234.00	\$247	\$1,050.00	\$1,284.00
Adult H2OX 10 visit	10	\$52	\$520	23	\$52	\$1,196	\$55	\$30.00	\$60	\$184.00	\$214.00
Sr. H2OX 10 visit	18	\$42	\$756	24	\$42	\$1,008	\$44	\$36.00	\$50	\$192.00	\$228.00
<b>Grand Total</b>	<b>462</b>		<b>\$22,469</b>	<b>446</b>		<b>\$45,275</b>		<b>\$1,070</b>		<b>\$3,850</b>	<b>\$4,920.00</b>

Year Revenue Goal*	\$205,000
% of yearly revenue goal	2.40%
growth required by budget	2.50%

\* assumption of 12 month year





# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director *RS*  
Robert Eaton, Project Coordinator *RE*

DATE: November 14, 2012

SUBJECT: Capital Project Update

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### ISSUE

Construction update for the Pool Capital Project.

### FINANCIAL IMPACT

No financial impact.

### BACKGROUND

After the Pooch Plunge on Sunday November 4<sup>th</sup>, the Tukwila Pool officially closed for construction. The pool was drained and demolition began in preparation for performing the approved project list. The intent of this report is to provide an update of the current status of the project.

### DISCUSSION

#### **Construction Project Update:**

#### **Stake Holder's Meeting**

There were about 15 people who attended the Stake Holder's Meeting on Thursday, November 1st at 7:00am at the Tukwila Community Center. There was a review of the construction project and a tour of the facility.

#### **Construction Project Tour**

December 15<sup>th</sup> Staff will coordinate a 50% Construction Tour for the Board and the public to see the project progress. This will be a great opportunity to see the progress of construction and build anticipation for the Grand Re-Opening in February.

#### **Allotment Items (to be completed by City staff)**

The Bulkhead Renovation/Painting and the Pool Filter Project will both be completed using a combination of in-house work by staff and hiring an Aquatic Sub-Contractor.

City resources, contracts and processes are being used to complete the Roof and Parking Lot & Access Improvements projects. Both projects have been designed, let for bids using the Small Works Roster process, a pre-bid walk was conducted on November 9<sup>th</sup> and bids are due November 16<sup>th</sup>. It is anticipated that Bid Awards for these projects will be presented to the City Council's

Community Affairs and Parks Committee on November 26 and Bid Award will be on the consent agenda at the December 3<sup>rd</sup> City Council meeting.

- The Roof Project can only be performed while the weather meets manufacture's requirements, possibly not until this spring.
- The Parking Lot & Access Improvements Project will be started as soon as possible. The goal is to have the concrete work completed prior to the Grand Re-Opening. Weather will be a factor on accomplishing this goal during this time. The construction of this project will be less disruptive to our patrons if completed during the closure.

As anticipated the Locker Room Flooring project pricing was very favorable. This project has been reassigned to McKinstry, since they have the same subcontractor under contract to perform similar work as part of their scope of work.

#### **Add Alternate to the Base Bid**

##### *Heat Coils:*

Replacing the heat coils Add Alternate for the smaller front air system was accepted and these items will be designed and installed as part of this project. This (approximately) \$15,000 scope of work will replace initial Pre-Heat Coil and four additional heating coils that allow for different heating zones: 1) Men's locker room, 2) women's locker room, 3) lobby, and 4) office/first-aid room.

#### **Project Status**

Demolition – the project is progressing very well. The ceiling tiles, surge tank, liner and the water and air systems are currently in various states of demolition.

The Heat Exchanger in the surge tank has holes in it and cannot be reused. This item is currently budgeted to be replaced under Life Cycle Replacement in the 20-year Financial Plan. A similar heat exchanger is currently scheduled to be replaced in 2018 for \$25,000. A comparative analysis and designs for the replacement of a similar heat exchanger system verses a more efficient heat exchanger system has been authorized. The heat exchanger will be replaced using a similar model or a modified system depending upon the efficiencies, replacement cost and project financial status.

Around November 30<sup>th</sup>, demolition should complete in all areas. All unforeseen conditions and issues should be identified and processed through the project management team. The project scope will be detailed, identifying cost savings and increases, aligned with the project CIP List and presented to the MPD Board.

#### **RECOMMENDATION**

No recommendation at this time.

#### **ATTACHMENTS**

1. CIP List (Board Revised 6-18-12)



# MPD Board Revised 6-18-12

CIP List - Attachment 1

Table 4.2 - Facility Improvement Measure (FIM) Summary - Preliminary

Project: **Tukwila Pool**  
 Date: 6/13/12 **Draft ESP Cost Estimate, Revised by Staff**

TPAC 6-13-12	5-14-12 Item #	4-9-12 Item #	Project	McKinstry Budget		McKinstry Budget W-Modified Scope		Annual Utility Savings	Potential Incentives ***	Staff Comments on Exhibit A
1	1	1	Pool Liner, Water Edge Tile, and Main Drains	\$ 283,203				\$ -	\$ -	Page 1
2	2	2	Pool Circulation Pump VFD Pool Water Plumbing / Valve Replacement Pool Heating Water Pump Replacement	\$ 119,546		Use Reduced Scope on Projects as much as possible		\$ 2,586	\$ 8,551	Pages 1 & 2
3	3	3	ADA Pool Chair Lifts	\$ 22,635				\$ -	\$ -	Page 3
4	4	4	Chemtrol Replacement	\$ 22,624				\$ -	\$ -	Page 3
5	5	5	Nat. HVAC Digital Controls / Dampers Lobby HVAC Digital Controls / Dampers Nat. Fan & Motor Replacement	\$ 366,972				\$ 12,047	\$ -	Page 4
6	6	6	Building Heating Pump & Motor Replacement, Lobby Exhaust and Supply Motors Replacement	\$ 4,507				\$ 302	\$ 780	Page 4
7	7	7	Boiler Burner and Controls Replacement Condensing Domestic Water Heater	\$ 161,768				\$ 259	\$ -	Page 5
8	8	10	Lighting Conversion	\$ 107,049				\$ 4,298	\$ 10,777	Page 5
9	9	11	Remove Natatorium Ceiling Tiles	\$ 51,186				\$ -	\$ -	Page 5
10	10	14	Locker Room Tile (Showers & Walls)	\$ 48,550		\$ 20,364		\$ -	\$ -	Page 6
11	11	16	HVAC Lobby Supply Motor Replacement	\$ 1,101				\$ 302	\$ 780	Page 6
12	12	17	HVAC Lobby Exhaust Motor Replacement	\$ 1,101				\$ 302	\$ 780	Page 6
13	20	20	Locker Room Plumbing (Showers & Fixtures - (could be modified to \$47,152 no china)	\$ 83,250		\$ 36,098		\$ 1,822	\$ -	Pages 6 & 7
<b>Base Scope of Work for Project Subtotal</b>				<b>\$ 1,273,492</b>		<b>\$ 1,198,154</b>	<b>\$ 1,250,000</b>	\$ 21,918	\$ 21,668	
14	14	28	Pool Cover / Blanket	\$ 37,383	\$ 1,235,537		\$ 1,235,537	\$ 8,570	\$ 14,041	Page 7
15	20	39	Sewer Deduct Meter	\$ 7,554	\$ 1,243,091		\$ 1,243,091	\$ 1,163		Page 7
16	18	9	Bulkhead Renovation	\$ 14,683	\$ 1,257,774	\$ 4,500	\$ 1,247,591			Page 7
<b>MODIFIED Base Scope of Work for Project Subtotal</b>							<b>\$ 1,250,000</b>	\$ 9,733	\$ 14,041	
17	15	8	DE Filter System - Vacuum DE Remodel	\$ 149,089	\$ 1,406,863	\$ 15,000	\$ 1,262,591			Page 8
18	19	21	Gutter/Deck Tile	\$ 64,172	\$ 1,471,035		\$ 1,326,763			Page 9
19	17	13	ADA Improvements (Parking Lot)	\$ 127,000	\$ 1,598,035	\$ 90,000	\$ 1,416,763			Pages 8 & 9
20			Locker Room China	\$ 47,152	\$ 1,645,187	\$ 47,152	\$ 1,463,915			Pages 6 & 7
21	16	41	New Roof	\$ 85,449	\$ 1,730,636		\$ 1,549,364			Page 8
22	24	29	Privacy changing areas (modified - 1 dressing rm)	\$ 7,187	\$ 1,737,823		\$ 1,556,551			Page 10
23	25	30	Locker Room Floor Resurfacing	\$ 92,389	\$ 1,830,212	\$ 85,000	\$ 1,641,551			Page 10
24			New Lockers MODIFIED #24 for Grant			\$ 25,115	\$ 1,666,666			Page 10
<b>GRANT Scope of Work for Project Subtotal</b>								\$ 31,651	\$ 35,709	
24	22	23	New Lockers	\$ 46,767	\$ 1,876,979		\$ 1,688,318			Page 10
25	26	31	Deck Resurfacing	\$ 145,718	\$ 2,022,697	\$ 135,000	\$ 1,823,318			Pages 10 & 11
None	21	22	Locker Room Painting (Staff Perform Work)	\$ -	\$ 2,022,697	\$ -	\$ 1,823,318			Page 8
				<b>\$ 824,543</b>	<b>\$ 1,666,666</b>	<b>\$ 482,963</b>	<b>\$ 1,666,666</b>			
<b>Total Items 1-26</b>				<b>\$ 2,098,035</b>		<b>\$ 1,681,117</b>		\$ 416,918	difference	

27	27	12	Add Natatorium Sound Abatement (not in \$1M loan @ 2.17%)	\$ 132,568		\$ 132,568	\$ 1,955,886			Page 11
26	28	32	Enclosure - see architectural concept (\$155K store front windows)	\$ 164,734		\$ 164,734	\$ 2,120,620			Pages 11 & 12
29	33		Modify Front Desk Reception (if no Enclosure)		If cost saving are determined in time, move the enclosure project above #24 (non-modified scope).	\$ 17,403				Page 12
30	34		Admin Offices Remodel			\$ 32,151				Page 13
31	35		Modify Family Changing Rooms (if no add on)			\$ 11,343				Page 13
32	36		Modify Supply Staff / Break Room			\$ 20,360				Page 13
33	37		Staff Locker Rooms Renovation			\$ 14,112				Page 11
34			New Entry - Women's Locker Room	\$ -		\$ 14,112				Page 11
<b>Perform as monies become available</b>				<b>\$ 297,302</b>		\$ 392,671				
Being performed through Repairs and Maintenance and Life-Cycle Program										
35	18		Interior Doors Replacement (partial)	\$ 54,342		\$ 54,342				Page 14
36	19		Heat Exchanger (Pool Water Heat)	\$ 45,490		\$ 45,490				Page 14
37	24		Exterior Doors Replacement	\$ 73,988		\$ 19,089				Page 14
23	25		Deep End Guard Chair	\$ 10,633		\$ 15,950				Page 3
				<b>\$ 173,820</b>		<b>\$ 118,921</b>				
<b>Total all Projects</b>				<b>\$ 2,493,819</b>		<b>\$ 2,192,709</b>				

**Not Being Pursued**

40			Solar Thermal (system only)			\$ 216,809	\$ 1,800			See 6-18-12 Board Packet Item 4.c.
27			UV - New Item, strongly recommended	\$ 74,997		\$ 74,997	\$ (2,628)	\$ -		Not Recommended
38			Add Windows in Natatorium			\$ 36,480	\$ -	\$ -		Not Recommended
42			Privacy showers & changing areas - see sketch			\$ 144,203	\$ -	\$ -		Not Recommended
43			New Natatorium Supply Air Ductwork			\$ 96,610	\$ -	\$ -		Not Recommended
44			Vending Machines Power Control			\$ 1,438	\$ 51	\$ -		Not Recommended
45			Addition - see sketch	\$ 900,000			\$ -	\$ -		Not Recommended



# INFORMATIONAL MEMORANDUM

## MPD

**TO: Tukwila Pool MPD Board President**

**FROM: Craig Zellerhoff, Fiscal Coordinator**

**DATE: November 15, 2012**

**SUBJECT: Tukwila Metropolitan Park District (MPD) 2013 Budget Resolution and 5 year plan**

### **ISSUE**

Adopt the 2013 annual budget by the end of December.

### **BACKGROUND**

The proposed budget for 2013 was presented to the Board on October 1, 2012. Since that time, the budget has been discussed at the MPD Meeting on October 15, 2012; and reviewed by the Tukwila Pool Advisory Committee on October 3, November 4, and November 10, 2012.

### **DISCUSSION**

The proposed 2013 budget includes revenues and expenditures for normal operations as well as capital improvements to the Tukwila Pool for energy efficiencies and economic viability over the next 20 years. Additional assumptions included in the budget are as follows:

- Program revenues in 2013 are forecasted to exceed 2011 and 2012 revenues based on increased revenues in 2012 and the reopening of the pool upon completion of the capital improvements.
- Tax Levy revenue collection begins in 2013 for an estimated \$680,186.
- Repayment of the City Loan obtained to fund operations during the formation of the MPD begins in June 2013 with payments of \$88,245 in 2013 and \$121,458 annually thereafter through May 2023.
- Pool capital improvement loan repayment begins in 2013 and extends over a 15 year period ending in 2028.
- Public utility expense reduction of \$30,000 achieved through energy efficiencies.

The proposed 2013 budget is the direct result of 2012 forecasted results with the goal of improving the pool while being fiscally responsible. The 5-year projection is the result of improving conditions in 2012 and provides the basis for the pool operations from 2013-2017. The projections for 2014-2017 are based on the following:

- Programs fees increase at 1%.
- Tax revenues increase at 2%.
- Operating expenditures increase at 4%.
- Advertising decrease by 25% after new marketing campaign initiated upon completion of pool capital improvement project.
- Required reserve balance of 15% achieved.

### **RECOMMENDATION**

TPAC: At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt the 2013 Budget as presented with the following requests:

- Addition of a line item for a scholarship program (\$5,000) with recommended details/guidelines to be worked out by TPAC, Staff and MPD Board in the future.
- Budget includes/assumes similar programs and scheduling as 2012, with a minimum of three special events.

STAFF: Staff recommends the Board approve the 2013 Metropolitan Park District budget resolution at the November 19, 2012 Regular Board meeting.

### **ATTACHMENTS**

Draft 2013 Budget Resolution  
5-Year Projection

# Tukwila Metropolitan Park District

Resolution No. \_\_\_\_\_

## A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ADOPTING THE ANNUAL BUDGET OF THE METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2013.

**WHEREAS**, the City of Tukwila has submitted to the Board of Commissioners a budget and estimate of monies required to meet public expenses for the Tukwila Metropolitan Park District for the year 2013; and

**WHEREAS**, a public hearing on the proposed budget was advertised and held on November 19, 2012;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The Board of Commissioners of the Tukwila Metropolitan Park District hereby adopts the document entitled "Metropolitan Park District 2013 Budget," incorporated by this reference as if fully set forth herein.

**Section 2.** The total of the estimated revenues and appropriations for the Tukwila Metropolitan Park District is \$2,543,523.

**Section 3.** A complete copy of the final budget for 2013, as adopted, together with a copy of this adopting resolution, shall be kept on file in the City Clerk's Office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
*Kathy Hougardy, Clerk of the Board*

\_\_\_\_\_  
*Verna Seal, President, Board of Commissioners*

APPROVED AS TO FORM BY:

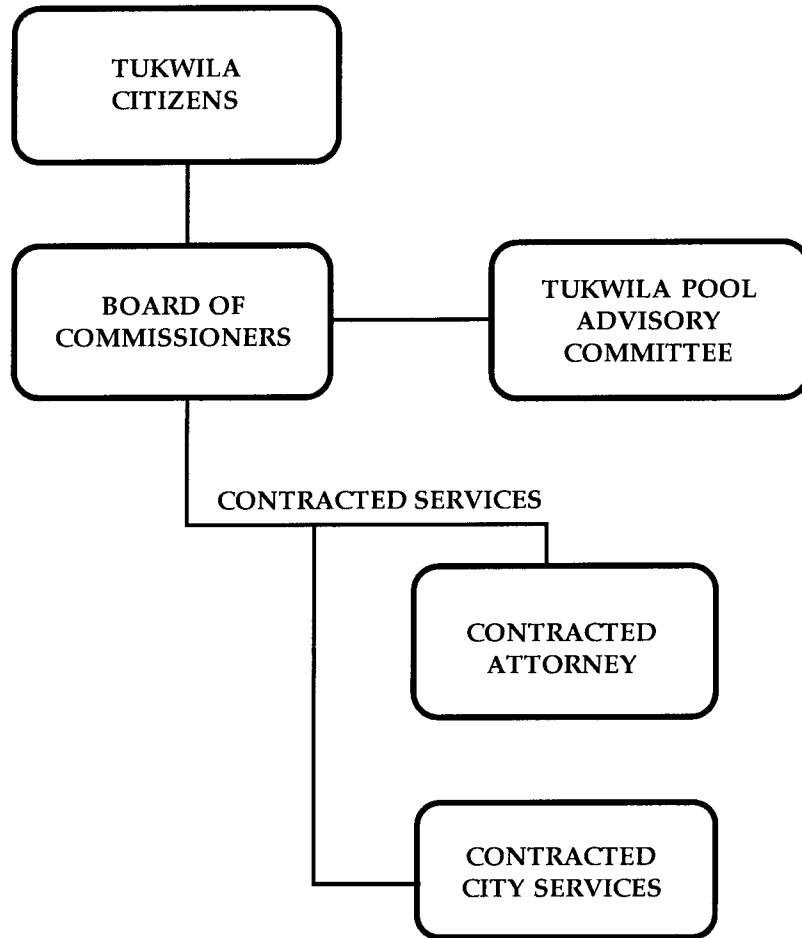
Filed with the Clerk: \_\_\_\_\_  
Passed by the Commission: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
*Lisa M. Marshall, Commission Attorney*

Attachment: Metropolitan Park District 2013 Budget

# 2013 PROPOSED BUDGET

Metropolitan Park District





## Goals & Accomplishments

**DEPARTMENT:** N/A

**FUND:** Agency

**RESPONSIBLE MANAGER:** Verna Seal

**DIVISION:** N/A

**FUND NUMBER:** 630

**POSITION:** 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.

### 2012 Accomplishments

- ◆ Aquatic Program fee revenue is 19% ahead of 2011 through September 2012.
- ◆ 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. Eighteen athletes participated on this year's team.
- ◆ Increased the program offerings for Teens with Teen Late Night at the Pool and additional Open Swim offerings.
- ◆ Researched, educated, and confirmed approval for entering into the Energy Savings Performance Contracting (ESPC) program with Washington State Department of Enterprise Services.
- ◆ Completed Planning and Design work of the ESPC and solicited bids.
- ◆ Received grant from Department of Commerce for the construction of the ESPC.
- ◆ Began capital improvement to the facility through ESPC.

### 2013 Program Goals

- ◆ Increase Aquatic Program fee revenue by 5%.
- ◆ Implement new TMPD resident and non-resident fee structure for passes.
- ◆ 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.
- ◆ Develop a long term marketing plan for the Pool and its programs.
- ◆ Continue to develop the Tukwila Pool Scholarship Program so that it supports the community needs and develop community support for fundraising efforts to sustain the scholarship program.
- ◆ Develop an afterschool swimming fitness program for Spring 2013 geared toward Middle School Age youth.

*Tukwila Metropolitan Park District*

Description	2011 BUDGET	2011 ACTUALS	2012 BUDGET	2013 BUDGET
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ 63,491	\$ 197,605
<b>REVENUE</b>				
Tax Levy	-	-	-	680,186
Program Fees	35,000	32,375	128,570	180,000
Rentals	9,615	12,604	29,000	31,000
Donations	-	168	-	-
State Grant	-	-	-	416,666
Tax Exempt Lease Program - Loan	-	-	-	1,000,000
General Fund Loan	191,294	191,294	870,640	38,066
<b>REVENUE TOTAL</b>	<b>\$ 235,909</b>	<b>\$ 236,441</b>	<b>\$ 1,028,210</b>	<b>\$ 2,345,918</b>
<b>EXPENDITURE</b>				
10 Salaries & Wages	\$ 77,740	\$ 66,024	\$ 246,568	\$ 259,684
20 Personnel Benefits	28,434	20,408	78,807	81,775
30 Supplies	8,036	7,687	15,047	15,179
40 Other Services & Charges	90,928	78,831	273,674	257,122
60 Capital	-	-	-	1,416,666
70 Debt Service	-	-	-	173,850
00 Other-Life Cycle Replacement	-	-	250,000	-
00 Other-CIP Reserve	-	-	30,000	30,000
<b>EXPENDITURE TOTAL</b>	<b>205,138</b>	<b>172,950</b>	<b>894,096</b>	<b>2,234,276</b>
<b>Ending Fund Balance</b>	<b>30,771</b>	<b>63,491</b>	<b>197,605</b>	<b>309,247</b>
Required Reserve - Fund Balance (15% of Expenditures)			134,114	122,642
Change in Fund Balance	30,771	63,491	134,114	111,642
Metropolitan Park District Proposed Budget			\$ 894,096	\$ 2,543,523

\* 2011 activity is based on the formation of the MPD effective 9/14/2012.

## Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2012 FTE	2012 Budgeted		2013 FTE	2013 Budgeted	
		Salaries	Benefits		Salaries	Benefits
Aquatics Program Coordinator	1	\$ 79,416	\$ 34,791	1	\$ 82,872	\$ 34,097
Aquatics Program Specialist	1	53,652	24,519	1	58,812	24,501
Extra Labor		113,000	19,497		118,000	23,177
Overtime	-	500	-	-	-	-
Department Total	2	\$ 246,568	\$ 78,807	2	\$ 259,684	\$ 81,775

## Professional Services

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

Account Number	Purpose	2012	2013
630.00.576.200.41.00	Consultants	\$ 300	\$ 100
630.00.576.200.42.00	Phone, security and fire monitoring	4,000	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	4,000
630.00.576.200.45.00	Rental of scissor lift for lights and ballasts	500	400
630.00.576.200.45.00	School Lease	10,950	10,950
630.00.576.200.47.00	Gas, electricity, sewer, and water	128,000	103,120
630.00.576.200.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	25,000	20,000
630.00.576.200.49.00	Permit fees, memberships, education and training	2,224	5,000
630.00.576.200.49.00	Contract Legal services	5,000	6,240
630.00.576.200.49.00	Contract City services	90,000	90,000
630.00.576.200.49.00	WCIA Insurance	5,000	9,912
630.00.576.200.49.08	Credit card charges	1,900	3,400
	Total Professional Services	\$ 273,674	\$ 257,122

## Performance Measures

Parks & Recreation Aquatics Recreational Services	2009 Actual	2010 Actual	2011 Actual	2012 Projection	2013 Projection
Membership visits	14,234	14,585	13,527	11,607	15,000
Drop-in: lap, family & public swim	115,453	10,276	9,969	9,365	10,000
Swimming Lesson Registrants	2,129	2,150	2,146	2,174	2,300
Facility rentals	1,937	2,063	2,067	1,400	2,000
Rental attendance	56,735	56,370	35,164	35,000	36,000



**Revenue and Expenditures  
5-Year Financial Plan  
2013 Tax Estimate; and  
\$250K + \$1.416M Capital**

**Tukwila  
Metropolitan Park District**

**Attachment 2  
\$1M @ 2.42% 15-Years**

<b>ANNUAL ESTIMATED REVENUE</b>					1% increase per year in Fee Revenue and 2% for New Construction & Property Tax revenue					
		CITY to 9/11/11	MPD 9/12 to 12/31	2012 YR END Projections	2013	2014	2015	2016	2017	
18	BEGINNING FUND BALANCE	2011 0	2011 0	2011 0	2012 YR END 37,016	266,724	381,709	408,782	426,457	433,466
1	PROGRAMS <sup>(1)</sup>	1% growth \$ 157,000	\$ 131,654	\$ 32,543	\$ 166,750	\$ 180,000	\$ 181,800	\$ 183,618	\$ 185,454	\$ 187,309
2	RENTALS <sup>(1)</sup>	1% growth \$ 48,000	\$ 28,731	\$ 12,604	\$ 29,150	\$ 31,000	\$ 31,310	\$ 31,623	\$ 31,939	\$ 32,259
3	BRIDGE LOAN <sup>(2a)</sup>			\$ 191,294	\$ 870,640	\$ 38,066				
4	TAX REVENUE <sup>(3)</sup>	2% growth <b>323,169</b>	<b>220,005</b>	Sept 2012 Est. =>		<b>680,186</b>	693,790	707,666	721,819	736,256
5	<b>TOTAL REVENUE</b>	<b>528,169</b>	<b>380,390</b>	<b>236,441</b>	<b>1,066,540</b>	<b>929,252</b>	<b>906,900</b>	<b>922,907</b>	<b>939,213</b>	<b>955,823</b>
	Revenue + Fund Balance	revised to 2011 adopted budget		236,441	1,103,556	1,195,976	1,288,609	1,331,689	1,365,669	1,389,289
<b>ANNUAL ESTIMATED EXPENDITURES</b>					4% increase per year					
		City 2011	MPD 2011	2012 YR END Projections	2013	2014	2015	2016	2017	
	<b>OVERHEAD &amp; CAPITAL</b>									
7a	City Contract <sup>\$7500 max</sup>	0	0	26,475	90,000	90,000	93,600	97,344	101,238	105,287
7b	MPD Attorney <sup>Contracted</sup>	0	0	2011 Actual	6,000	6,240	6,490	6,749	7,019	7,300
7c	INSURANCE (WCIA)	0	0	Moved to	9,531	9,912	10,309	10,721	11,150	11,596
7d	School Lease <sup>Due October</sup>	0	0	Operations	10,950	10,950	10,950	10,950	11,498	11,498
7	<b>OVERHEAD</b> TOTAL	0	0	<b>26,475</b>	<b>116,481</b>	<b>117,102</b>	<b>121,348</b>	<b>125,764</b>	<b>130,905</b>	<b>135,681</b>
8	BRIDGE LOAN <sup>(2b)</sup> <sup>\$1.1M (2% 10 years)</sup>	0	0	-	\$1.1M	88,245	121,458	121,458	121,458	121,458
9	CIP & Life-Cycle Replacement <sup>(2b)</sup>	0	0	-	250,000					
10	CIP RESERVE <sup>Future CIP</sup>	0	0		30,000	30,000	30,000	30,000	30,000	30,000
11	BOND PAYMENT - Capital Projects <sup>(4)</sup>	0	LTGO BOND = \$82.263/YEAR	\$1M @ 2.42%	82,263	82,263	82,263	82,263	82,263	82,263
	<b>CAPITAL</b> TOTAL	<b>0</b>	<b>0</b>	<b>-</b>	<b>280,000</b>	<b>200,508</b>	<b>233,721</b>	<b>233,721</b>	<b>233,721</b>	<b>233,721</b>
	<b>Total Overhead</b>	revised to 2011 adopted budget		<b>26,475</b>	<b>396,481</b>	<b>317,610</b>	<b>355,069</b>	<b>359,485</b>	<b>364,626</b>	<b>369,402</b>
		City 2011	MPD 2011	2012 YR END Projections	2013	2014	2015	2016	2017	
	<b>OPERATIONS</b>									
12a	FT SALARIES <sup>(1, 5)</sup>	172,392	119,673	38,804	121,979	141,684	148,848	154,802	160,994	167,434
12b	EXTRA LABOR <sup>(1, 6)</sup>	120,000	73,433	27,220	111,000	118,000	125,000	130,000	135,200	140,608
12c	OVERTIME	500	99	-	-	-	-	-	-	-
12	<b>SALARIES &amp; WAGES</b>	<b>292,892</b>	<b>193,205</b>	<b>66,024</b>	<b>232,979</b>	<b>259,684</b>	<b>273,848</b>	<b>284,802</b>	<b>296,194</b>	<b>308,042</b>
13a	FICA <sup>(1, 5)</sup>	22,155	14,735	5,031	16,197	19,773	20,895	21,731	22,600	23,504
13b	PERS <sup>(1, 5)</sup>	16,045	8,766	3,598	11,365	15,106	17,679	18,386	19,122	19,887
13c	IND. INSURANCE <sup>(1, 5)</sup>	2,848	9,400	3,251	9,818	14,694	15,920	16,557	17,219	17,908
13d	MED/DENTAL/LIFE/VISION <sup>(1, 5)</sup>	1,517	1,239	331	5,382	1,263	1,392	1,447	1,505	1,565
13e	SELF-INSURED MED. & DENTAL <sup>(1, 5)</sup>	35,420	30,079	8,197	22,911	30,938	32,176	33,463	34,801	36,193
13	<b>PERSONNEL BENEFITS</b>	<b>77,985</b>	<b>64,219</b>	<b>20,408</b>	<b>65,673</b>	<b>81,775</b>	<b>88,062</b>	<b>91,584</b>	<b>95,248</b>	<b>99,058</b>
14a	OFFICE & OPER. SUPPLIES	9,000	3,980	5,989	7,500	8,679	10,368	10,783	11,214	11,662
14b	CHEMICALS (additional chemicals needed)	5,000	2,852	1,698	5,000	6,500	7,375	7,670	7,976	8,295
14c	CENTRAL SUPPLIES (Combinded with 14a)	468	219	-	-	-	-	-	-	-
14	<b>SUPPLIES</b>	<b>14,468</b>	<b>7,051</b>	<b>7,687</b>	<b>12,500</b>	<b>15,179</b>	<b>17,742</b>	<b>18,452</b>	<b>19,190</b>	<b>19,958</b>
15a	PROFESSIONAL SERVICES	300	-	1,563	100	100	104	108	112	117
15b	COMMUNICATION	4,000	1,783	815	4,000	4,000	4,160	4,326	4,499	4,679
15c	TRAVEL	400	-	-	-	-	-	-	-	-
15d	ADVERTISING (new marketing program)	400	95	-	500	4,000	3,000	3,120	3,245	3,375
15e	OPERATING RENTALS & LEASES	500	-	10,950		400	416	433	450	468
15f	PUBLIC UTILITY SERVICES <sup>(7)</sup>	110,000	94,707	52,163	101,000	103,120	107,245	111,535	115,996	120,636
15g	REPAIRS & MAINTENANCE <sup>(8)</sup>	25,000	13,840	6,639	16,000	20,000	20,800	21,632	22,497	23,397
15h	MISCELLANEOUS	2,224	2,823	6,124	5,300	5,000	5,200	5,408	5,624	5,849
15i	CREDIT CARD CHARGES		2,666	577	2,300	3,400	4,180	4,347	4,521	4,702
15	<b>OTHER SERVICES &amp; CHARGES</b>	<b>142,824</b>	<b>115,915</b>	<b>78,831</b>	<b>129,200</b>	<b>140,020</b>	<b>145,105</b>	<b>150,909</b>	<b>156,945</b>	<b>163,223</b>
	<b>Total Operations</b>	<b>\$ 528,169</b>	<b>\$ 380,390</b>	<b>\$ 172,950</b>	<b>\$ 440,352</b>	<b>\$ 496,658</b>	<b>\$ 524,757</b>	<b>\$ 545,747</b>	<b>\$ 567,577</b>	<b>\$ 590,280</b>
16	<b>TOTAL EXPENDITURES</b>	<b>\$ 528,169</b>	<b>\$ 380,390</b>	<b>\$ 199,425</b>	<b>\$ 836,833</b>	<b>\$ 814,268</b>	<b>\$ 879,827</b>	<b>\$ 905,233</b>	<b>\$ 932,203</b>	<b>\$ 959,683</b>
<b>SUMMARY</b>										
5	<b>TOTAL REVENUE</b>	\$ 528,169	\$ 380,390	\$ 236,441	\$ 1,103,556	\$ 1,195,976	\$ 1,288,609	\$ 1,331,689	\$ 1,365,669	\$ 1,389,289
16	<b>TOTAL EXPENDITURES</b>	\$ 528,169	\$ 380,390	\$ 199,425	\$ 836,833	\$ 814,268	\$ 879,827	\$ 905,233	\$ 932,203	\$ 959,683
18	<b>YEAR END BALANCE</b>	0	(0)	\$ 37,016	\$ 266,724	\$ 381,709	\$ 408,782	\$ 426,457	\$ 433,466	\$ 429,607
17	<b>15% Fund Balance</b>		15%	\$ 30,771*	\$ 125,525	\$ 122,140	\$ 131,974	\$ 135,785	\$ 139,830	\$ 143,952
	<b>Fund Balance Reserve</b>			\$ 141,199	\$ 259,568	\$ 276,808	\$ 290,672	\$ 293,636	\$ 285,654	

**NOTES**

- (1) Revenue/Expenditures adjusted for construction closure January 2013
- (2a) Bridge loan - borrowed \$1.1M from City until Tax is collected
- (2b) CIP Bridge loan being used to match CIP grant; Life Cycle Replacements = scheduled replacements anticipated
- (2b) Heat Exchanger 2018; painting (int. & Ext) 2019; Pool Cover 2020 & 2027; Diving Board 2022; Starting Blocks 2023; Chemical Feeding System 2026; ADA Chair Lift 2028
- (3) Tax Revenue - November 2012 projection for bond
- (4) Bond Payment - payments to City for Capital Projects LTGO Bond
- (5) 3/4 time Aquatic Program Assistant to be left vacant
- (6) Extra Labor increased for added programs
- (7) \$30K energy efficiency through CIP (based on 2011 utilities)
- (8) Replace items not accomplished through CIP



## INFORMATIONAL MEMORANDUM MPD

TO: **Tukwila Pool MPD Board President**

FROM: **Peggy McCarthy, Finance Director**

BY: **Vicky Carlsen, Deputy Finance Director**

DATE: **November 9, 2012**

SUBJECT: **2013 Property Tax Levy**

### **ISSUE**

Approval of resolution adopting general property tax levy for 2013 by November 30, 2012.

### **DISCUSSION**

A Public Hearing for adoption of the 2013 property tax levy is required by RCW 84.55.120. The Hearing is scheduled for November 19, 2012.

The Tukwila Metropolitan Park District (TMPD) was notified on October 23, 2012 that the assessed value for 2013 is projected to be \$4,603,990,258. A levy rate of \$0.15 per thousand of assessed valuation is will be used for the resolution, which is the maximum levy rate. The allowable levy projected by King County and documented on the Preliminary Levy Limit Worksheet-2013 Tax Roll is \$690,599. Since this is the first year the TMPD will be levying taxes only one resolution is required to levy the taxes.

The assessed value is subject to change until final levy rate determination; however, since the resolution states the levy rate rather than a dollar amount for collection it will not be necessary to revise this resolution if the assessed value does change.

### **RECOMMENDATION**

The Board is being asked to approve the resolution adopting the general tax levy at the November 19, 2012 Board meeting. A public hearing has also been scheduled at the November 19, 2012 Board of Commissioners meeting.

### **ATTACHMENT**

Draft Resolution  
Preliminary Levy Limit Worksheet-2013 Tax Roll





# Tukwila Metropolitan Park District

Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE TUKWILA METROPOLITAN PARK DISTRICT  
LEVYING THE GENERAL TAXES FOR THE FISCAL YEAR  
COMMENCING JANUARY 1, 2013, ON ALL PROPERTY,  
BOTH REAL AND PERSONAL, WITHIN SAID DISTRICT.**

**WHEREAS**, the Board of Commissioners of the Tukwila Metropolitan Park District has considered the District's anticipated financial requirements for 2013 and the amounts necessary and available to be raised by ad valorem taxes on real and personal property; and

**WHEREAS**, the final assessed valuation calculation has been determined;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

There shall be and hereby is levied on all real and personal property in the Tukwila Metropolitan Park District, in King County, whose estimated assessed valuation is \$4,603,990,258, current taxes for the ensuing year commencing January 2013 at the rate of \$0.15 per \$1,000 of assessed value, as authorized by voter approval on August 16, 2011.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
*Kathy Hougardy, Clerk of the Board*

\_\_\_\_\_  
*Verna Seal, President, Board of Commissioners*

APPROVED AS TO FORM BY:

Filed with the Clerk: \_\_\_\_\_  
Passed by the Commission: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
*Lisa M. Marshall, Commission Attorney*



# PRELIMINARY

## LEVY LIMIT WORKSHEET – 2013 Tax Roll

**TAXING DISTRICT:** Tukwila Pool Metropolitan Park

*The following determination of your regular levy limit for 2013 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.*

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
0	Levy basis for calculation: ( Initial Levy) (Note 2)	0
<b>1.0100</b>	x Limit Factor	<b>1.0295</b>
0	= Levy	0
10,077,387	Local new construction	10,077,387
0	+ Increase in utility value (Note 3)	0
10,077,387	= Total new construction	10,077,387
0.00000	x Last year's regular levy rate	0.00000
0	= New construction levy	0
<b>0</b>	<b>Total Limit Factor Levy</b>	<b>0</b>
<b>Annexation Levy</b>		
<b>0</b>	Omitted assessment levy (Note 4)	<b>0</b>
0	Total Limit Factor Levy + new lid lifts	0
4,603,990,258	÷ Regular levy assessed value less annexations	4,603,990,258
0.00000	= Annexation rate (cannot exceed statutory maximum rate)	0.00000
0	x Annexation assessed value	0
<b>0</b>	<b>= Annexation Levy</b>	<b>0</b>
<b>Lid lifts, Refunds and Total</b>		
0	+ First year lid lifts	0
0	+ Limit Factor Levy	0
<b>0</b>	= Total RCW 84.55 levy	<b>0</b>
0	+ Relevy for prior year refunds (Note 5)	0
0	= Total RCW 84.55 levy + refunds	0
Levy Correction: Year of Error _____ (+or-)		
<b>690,599</b>	<b>ALLOWABLE LEVY (Note 6)</b>	<b>690,599</b>
<b>Increase Information (Note 7)</b>		
0.15000	Levy rate based on allowable levy	0.15000
0	Last year's ACTUAL regular levy	0
690,599	Dollar increase over last year other than N/C – Annex	690,599
0.00%	Percent increase over last year other than N/C – Annex	0.00%
<b>Calculation of statutory levy</b>		
	Regular levy assessed value (Note 8)	4,603,990,258
	x Maximum statutory rate	0.15000
	<b>= Maximum statutory levy</b>	<b>690,599</b>
	+Omitted assessments levy	<b>0</b>
	=Maximum statutory levy	<b>690,599</b>
	Limit factor needed for statutory levy	0.0000

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.  
Please read carefully the notes on the reverse side.



## INFORMATIONAL MEMORANDUM MPD

**TO: Tukwila Pool MPD Board President**

**FROM: Craig Zellerhoff, Fiscal Coordinator**

**DATE: November 14, 2012**

**SUBJECT: Interlocal Agreement with City of Tukwila**

**ISSUE**

Consider for approval a draft Interlocal Agreement between the Tukwila Metropolitan Park District (MPD) and the City of Tukwila to establish the terms and conditions for the repayment of a proposed loan from the City of Tukwila to the MPD. Proceeds for the loan would be obtained through the City's issuance of bonds on behalf of the MPD to fund capital improvements to the Tukwila pool. The Agreement is presented to the Board for review and approval. This agreement will also be presented to the City of Tukwila Council for review and approval at the November 19, 2012 regular meeting

**DISCUSSION**

The MPD is beginning a major capital project to renovate the Tukwila pool, its primary asset. Financing options have been researched and presented to the MPD Board of Commissioners for consideration over the past several months. At the October 15, 2012 MPD meeting, approval was received from the Board to move forward with a bond issuance by the MPD with a City guarantee.

Subsequent to the October 15 meeting, the City guarantee was discussed with Alice Ostdiek of Foster Pepper PLLC, the bond counsel for the City and the MPD. A recent ruling by the Washington Supreme Court concerning a debt guarantee by the City of Wenatchee concluded in part that, "public guarantee of debt is legally equivalent to a public debt." Ms. Ostdiek pointed out that, should the bonds be issued by the City on behalf of the MPD, the issuance would have the advantage of the City's credit rating.

As a result, the City of Tukwila proposes to issue bonds on behalf of the MPD to fund capital improvements to the Tukwila pool. Under this proposal, the City of Tukwila would loan the proceeds of the bond issuance to the MPD. The MPD would repay the loan from operating revenue and general taxes levied by the MPD.

As documented in the interlocal agreement, the City agrees to lend funds from the proceeds of a bond issuance to the MPD, not to exceed \$1,100,000.

The MPD agrees to assume and accept the financial obligation to repay the loan in amounts and on dates corresponding with the underlying bond debt service payment schedule.

**RECOMMENDATION**

The Board is being asked to authorize the Board President to sign the Tukwila Metropolitan Park District-City of Tukwila Interlocal Agreement at the November 19, 2012 MPD meeting.

**ATTACHMENT**

Draft Interlocal Agreement



**INTERLOCAL AGREEMENT**  
**by and between**  
**CITY OF TUKWILA and TUKWILA METROPOLITAN PARK DISTRICT**

This Agreement, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012, is entered into by and between the **City of Tukwila, Washington** (the “City”), a code city organized under the laws of the State of Washington, and the **Tukwila Metropolitan Park District** (“TMPD”), a municipal corporation organized under the authority of Chapter 35.61 RCW (collectively, the “Parties”). This agreement is entered into under the authority of RCW 35.61.290, .300 and 67.20.010.

NOW, THEREFORE, the Parties agree as follows:

**Section 1. Recitals – Purpose of Agreement**

1.1. The City of Tukwila is a code city operating under chapter 35A RCW and other applicable state law, and the Tukwila Metropolitan Park District is a municipal corporation created pursuant to a vote of the people held in August 16, 2011 under chapter 35.61 RCW with responsibility for ownership and operation of the Tukwila Pool.

1.2. The City and the TMPD are in need of funds with which to undertake needed improvements, repairs and upgrades to the pool and related facilities owned and operated by the TPMPD (the “Pool Improvement Project” or the “Project”), all as more specifically described in Exhibit A, which is incorporated by this reference.

1.3. RCW 67.20.010 authorizes “Any city...any separately organized park district...shall have power, acting independently or in conjunction with...[any] city, [or] park district...to build, construct, care for, control, supervise, improve, operate and maintain parks, playgrounds, gymnasiums, swimming pools, field houses and other recreational facilities...”.

1.4. RCW 35.61.290 authorizes the City and the TMPD to “enter into an agreement embodying such terms and conditions of any such grant or loan [to provide for the continuous operation, maintenance and/or improvement of metropolitan park district property] as may be mutually agreed upon.”

1.5. The City Council finds that is likely to result in the lowest cost of borrowing and is in the best interests of the City to issue bonds and to loan the proceeds of those bonds to the TMPD to carry out the Pool Improvement Project.

1.6. RCW 35.61.100 provides that the limitation on nonvoter approved general obligation indebtedness is equal to 0.25% of the value of the taxable property in the metropolitan park district, which available debt capacity is currently \$11,509,975.65, based on the 2012 assessed valuation of \$4,603,990,258. The TMPD currently has no nonvoter approved general obligation indebtedness outstanding. The indebtedness created under this Agreement is incurred within the TMPD’s available debt capacity.

1.7. The Tukwila City Council has adopted Ordinance No. \_\_\_\_\_ authorizing the issuance of not to exceed \$1,100,000 Limited Tax General Obligation Bonds, 2012 and the execution of this Agreement to provide for the financing of the Pool Improvement Project.

## **Section 2. Definitions.**

For purposes of this Agreement, the following words shall have the following meanings, unless another meaning is clearly intended. Capitalized terms not defined below shall have the meanings given in the Bond Ordinance.

“*Agreement*” means this Interlocal Agreement for the funding of the Tukwila Pool Improvement Project, entered into by and between the City and TMPD under the authority of RCW 35.61.290 and 67.20.010.

“*Bond Counsel*” means a firm of nationally recognized Bond Counsel selected by the City.

“*Bond Ordinance*” means Ordinance No. \_\_\_\_\_ of the City of Tukwila authorizing issuance of the City’s Limited Tax General Obligation Bonds, 2012 (Pool Improvement Project).

“*Business Day*” means any day that is not a Saturday, Sunday, holiday or other day on which commercial banking institutions in Washington state are authorized or obligated by law or executive order to be closed.

“*City*” means the City of Tukwila, Washington.

“*Code*” means the Internal Revenue Code of 1986, as amended, together with all administrative rulings and regulations promulgated or issued thereunder.

“*Debt Service Payment*” means any payment of principal or interest (or both) with respect to Pool Improvement Project Bonds plus any premium, prepayment penalty, credit enhancement, remarketing or similar fee coming due and payable on any principal or interest payment date and not paid on issuance of the bonds.

“*Gross TMPD Revenues*” means all taxes, fees, charges and other revenues received by TMPD from any source whatsoever.

“*Pool Improvement Project*” or “*Project*” means the Tukwila Pool Improvement Project described in Exhibit A and incorporated by this reference.

“*Pool Improvement Project Bonds*” the City’s Limited Tax General Obligation Bonds, 2012, authorized by the Bond Ordinance.

“*Parties*” means the City and TMPD.

“*Tukwila Metropolitan Park District*” or “*TMPD*” means The Tukwila Metropolitan Park District, a municipal corporation created pursuant to chapter 36.120 RCW and a vote of the people held on August 16, 2011.



“*TMPD Board*” means the governing board of TMPD.

“*TMPD Payment*” means one or more payments made by TMPD under this Agreement to fund the City.

### **Section 3. TMPD Responsibilities.**

3.1. TMPD Payments. TMPD agrees to make TMPD Payments to the City from Gross TMPD Revenues at the times in the amounts set forth in Exhibit B, which is incorporated by this reference. TMPD shall make each TMPD Payment to the City by wire transfer or other electronic transfer on each June 1 and December 1. The City is not required to bill TMPD for these payments. If any payment date is not a Business Day, the payment shall be due and payable on the next preceding Business Day. Prepayments may be made by the TMPD only pursuant to a defeasance plan agreed to in writing by both Parties. If TMPD fails to make any TMPD Payment in a timely manner, its obligation to make that payment shall accrue interest at the rate of investment earnings on the City’s consolidated cash pool until the TMPD Payment and the interest accruing under this subsection are fully paid.

3.2. Pledge of Gross TMPD Revenues. For so long as any Pool Improvement Project Bonds remain outstanding, TMPD irrevocably pledges to levy and collect the taxes and to collect the other revenues included in Gross TMPD Revenues in an amount sufficient, together with other money legally available for this purpose, to make when due all TMPD Payments under this Agreement. TMPD agrees that the City may (but is not required to) rely on this pledge and may offer it as security for Pool Improvement Project Bonds.

3.3. TMPD Covenants. For so long as any Pool Improvement Project Bonds remain outstanding, TMPD will not create or suffer to be created any lien against Gross TMPD Revenues that is prior and superior to the lien created or contemplated in connection with this Agreement. Further, TMPD will not issue indebtedness or incur any obligations payable from Gross TMPD Revenues unless and until it has given due regard to its ability to meet its obligations under this Agreement and all other outstanding obligations. As used in this Subsection 2.3, “due regard” has the same meaning as it is given in the context of RCW 39.46.150.

### **Section 4. City Responsibilities.**

4.1. Application of TMPD Payments. The City agrees to apply all amounts received as TPMPD Payments solely: (1) to pay or reimburse the City for costs of the Pool Improvement Project not expected to be paid with bond proceeds; or (2) to make Debt Service Payments on Pool Improvement Project Bonds, or to refund or defease such bonds (including, without limitation, paying costs of issuance, purchasing securities for the funding of any defeasance escrow and administrative costs associated with a refunding or defeasance, if any). If and to the extent that amounts allocable to TMPD Payments remain in a Pool Improvement Project debt service fund or account after the Pool Improvement Project Bonds are no longer outstanding, such amounts shall be applied to additional costs of the Pool Improvement Project or as otherwise directed in the Bond Ordinance, consistent with applicable law.

4.2. Pool Improvement Project Bonds. The City agrees to issue Pool Improvement Project Bonds to finance the Pool Improvement Project. Timing of any such issuance is at the sole discretion of the City. The City may in its sole discretion issue bonds that refund Pool Improvement Project Bonds. Any such refunding bonds issued by the City under this section shall be treated as “Pool Improvement Project Bonds” for all purposes of this Agreement, and the terms and conditions of this Agreement shall remain in full force and effect.

4.2.1. *Description of Pool Improvement Project Bonds.* Pool Improvement Project Bonds may be issued as general obligation bonds, may be secured (in whole or in part) by the pledge of TMPD in Section 2.2 of this Agreement, and may be combined with any other series of bonds issued by the City. Pool Improvement Project Bonds shall have a final maturity date no more than 20 years after their date of issuance; shall bear interest at the rates and on the basis set forth in the Bond Ordinance; and may be subject to such optional and mandatory redemption provisions and other terms (including but not limited to credit enhancement devices) as the City deems necessary or convenient.

4.2.2. *Application of Bond Proceeds.* If and when it does issue Pool Improvement Project Bonds, the City agrees to apply the proceeds, after payment of costs of issuance, solely to the Pool Improvement Project and related costs.

4.2.3. *Allocation of TMPD Payments.* As described in Section 3.1, the City expects that a portion of the TMPD Payments may be used for Debt Service Payments and a portion may be applied to ongoing costs of the Pool Improvement Project. In light of this, the City may at any time make an allocation indicating what portion of TMPD Payments will be used for Debt Service Payments on that issue, and only that portion of TMPD Payments shall be treated as “pledged funds” within the meaning of the Code. To the extent that TMPD Payment amounts are in excess of the amount necessary to meet the allocated portion of Pool Improvement Project Bond Debt Service Payments, such amounts shall not be considered pledged to the Pool Improvement Project Bonds and may be used for capital costs of the Pool Improvement Project that are not expected to be financed with bond proceeds.

## **Section 5. Tax Exemption; Continuing Disclosure.**

5.1. Tax Exemption. It is the intention of TMPD and the City that interest on any Pool Improvement Project Bonds will be and remain excluded from gross income of the owners of those bonds under federal tax law. To that end, TMPD covenants that it has not taken or permitted to be taken and will not take or permit to be taken any action that will cause the interest on the Pool Improvement Project Bonds to become included in gross income for federal tax purposes pursuant to the Code or to become “arbitrage bonds” within the meaning of Section 148 of the Code. TMPD acknowledges and agrees that Bond Counsel to the City will rely upon the facts, estimates and circumstances in existence on the issue date and the reasonable expectations of TMPD as to future events respecting TMPD Payments to enable them to conclude that the Pool Improvement Project Bonds are governmental obligations the interest on which is excluded from gross income for federal income tax purposes under Section 103 of the Code. By virtue of this covenant to comply with future laws or regulations, TMPD does not intend nor shall either be deemed to waive any rights or defenses that it may have to contest the application of such laws or regulations to the Pool Improvement Project on the grounds that such

application would constitute a prohibited impairment of contract or on any other applicable grounds. Nevertheless, while contesting the application of any such laws or regulations, TPMPD shall take such actions deemed necessary in the opinion of Bond Counsel to maintain the exclusion from gross income of interest on the Pool Improvement Project Bonds. TPMPD's responsibilities under this section shall be limited to actions within its control. None of the covenants and agreements herein contained shall require TPMPD to enter an appearance or intervene in any administrative, legislative or judicial proceeding in connection with any changes in applicable laws, rules or regulations or in connection with any decisions of any court or administrative agency or other governmental body affecting the taxation of interest on the Pool Improvement Project Bonds.

5.2. Official Statement. The Parties acknowledge that the City may participate in preparing an official statement or other offering document in connection with the offer and sale of the Pool Improvement Project Bonds. To the extent that the TPMPD Payments are pledged to repayment of the Bonds, TPMPD agrees to cooperate with the City in providing such information as may be necessary for inclusion in the document and further agrees to certify that the information pertaining to TPMPD and presented in such document is fair and accurate.

5.3. Continuing Disclosure. To the extent that Rule 15c2-12 (the "Rule") of the United States Securities and Exchange Commission (the "SEC") requires TPMPD, as an "obligated person," to provide a written undertaking (the "Undertaking") for the benefit of the holders of the Pool Improvement Project Bonds, TPMPD agrees to execute such a written Undertaking prior to the issue date of the Bonds. For purposes of this Undertaking, the term "holders of the bonds" shall have the meaning intended for such term under the Rule.

## **Section 6. Miscellaneous.**

6.1. Term of Agreement. This Agreement shall take effect as of the date first written above and shall expire when all TPMPD Payments due under the TPMPD Payment schedule in Exhibit B have been paid in full, including all interest due on delinquent payments.

Binding Effect; Assignment; Third Party Beneficiaries. Neither Party may assign its interest or obligation under this Agreement without the prior written consent of the other Party, except that the City may at its sole option pledge its interest in the TPMPD Payments for the benefit of owners of Pool Improvement Project Bonds as provided in Section 2.2. This Agreement shall inure to the benefit of and shall bind the respective assignees. There are no other third party beneficiaries of this Agreement, and its terms are not intended to establish nor to create any rights in any persons or entities other than the City, TPMPD, and the respective successors and assigns of each.

6.3. Amendments; Reliance. No amendment of any provision of this Agreement is valid unless set forth in a written amendment signed by the Parties. The Parties acknowledge that the City will issue the Bonds in reliance on this Agreement. If Pool Improvement Project Bonds are rated by a rating agency, then no amendment shall be permitted unless written confirmation from each rating agency has been obtained to the effect that the proposed amendment will not result in a reduction or withdrawal of the rating on the Pool Improvement Project Bonds. If the Pool Improvement Project Bonds are not rated by a rating agency, then no

amendment will be permitted unless, in the opinion of Bond Counsel to the City, such amendment will not adversely affect the owners of the Pool Improvement Project Bonds.

6.4. Waiver. No provision of this Agreement may be waived except if expressly given in writing, and no implied or oral waiver may be used to materially impair the force and effect of any substantive provision of this Agreement. Any waiver of a Party’s right with respect to a default under this Agreement, or with respect to any other matter arising in connection therewith, shall not be deemed a waiver with respect to any subsequent default or matter.

6.5. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

6.6. Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Washington. The venue for any legal action arising from a dispute under this Agreement is the Superior Court for King County.

6.7. Entire Agreement. This Agreement constitutes the entire and exclusive agreement between the Parties relating to the specific matters covered in this Agreement. All prior or contemporaneous oral or written agreements, understandings, representations or practices relative to the foregoing are superseded, revoked and rendered ineffective for any purpose. This Agreement may be altered, amended or revoked only as set forth in Section 5.3. No oral agreement or implied covenant may be held to vary the terms of this Agreement, any statute, law or custom to the contrary notwithstanding.

6.8. Time of the Essence. Time and all terms and conditions shall be of the essence of this Agreement.

6.9. Notices. All notices required to be in writing shall be given using the notice addresses in this section. A Party may designate a different notice address by providing written notice to the other Party.

If to TMPD: MPD Board President  
c/o Rick Still, Parks and Recreation Director  
12424 42<sup>nd</sup> Avenue South  
Tukwila, WA 98168  
Telephone: 206-767-2344  
Email: Rick.Still@TukwilaWA.gov

If to the City: The City of Tukwila  
Department of Finance  
6200 Southcenter Blvd.  
Tukwila, WA 98188  
Telephone: 206-433-1835  
Email: Peggy.McCarthy@TukwilaWA.gov

6.11. Execution in Counterparts. This Agreement may be executed in one or more counterparts. The Parties agree to execute a release or other appropriate instruments as shall be necessary to certify compliance with the terms of this Agreement upon full and complete satisfaction of the terms of this Agreement.

6.11 Indemnification of the City. The Park District shall indemnify and hold City and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against City arising out of, in connection with, or incident to the making of the Loan that is the subject of this Agreement and/or Park District's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of City, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of Park District; and provided further, that nothing herein shall require Park District to hold harmless or defend City, its agents, employees and/or officers from any claims arising from the sole negligence of City, its agents, employees, and/or officers. No liability shall attach to City by reason of entering into this Agreement except as expressly provided herein.

6.12 Interlocal Cooperation Act Provisions. It is not intended that a separate legal entity be established to conduct this cooperative undertaking. No special budget or funds are anticipated, nor shall any be created. The parties are each responsible for their own finances in connection with this Agreement, and nothing in this Agreement shall be deemed or construed otherwise. The parties do not intend to acquire, hold, or dispose of any real or personal property pursuant to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized officers and representatives as of the date indicated above.

THE CITY OF TUKWILA

TUKWILA METROPOLITAN PARK DISTRICT

By: \_\_\_\_\_  
Jim Haggerton, Mayor

By: \_\_\_\_\_  
Verna Seal, Board President

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
Shelley M. Kerslake,  
City Attorney

\_\_\_\_\_  
Lisa M. Marshall,  
Commission Attorney

## Exhibit A

### **Project Description:**

“*Project*” or “*Pool Improvement Project*” means certain improvements, repairs and upgrades to the pool and related facilities owned by the Tukwila Metropolitan Park District, and other capital purposes as deemed necessary and advisable by the MPD Board of Commissioners. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, shall be included as costs of the Project. The term “Project” includes acquisition, construction and installation of all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances.

**Exhibit B**

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**TMPD Payment Schedule**

<b>Due Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
6/1/2013	-		
12/1/2013			
6/1/2014	-		
12/1/2014			
6/1/2015	-		
12/1/2015			
6/1/2016	-		
12/1/2016			
6/1/2017	-		
12/1/2017			
6/1/2018	-		
12/1/2018			
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12/1/2022			
6/1/2023	-		
12/1/2023			
6/1/2024	-		
12/1/2024			
6/1/2025	-		
12/1/2025			
6/1/2026	-		
12/1/2026			
6/1/2027	-		
12/1/2027			
<b>TOTAL</b>	<b>1,100,000.00</b>		





# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: November 14, 2012

SUBJECT: Staff Report

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### ISSUE

Staff update on pool issues.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

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

### DISCUSSION

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

The ADA Access Project will improve the Tukwila Pool parking lot and access to the pool and should be completed prior to the re-grand opening in February. The Roof Project will be completed before May 15, 2013. Bids were received for both of these projects utilizing the City of Tukwila's Small Works Roster process. The combined savings from these projects will be applied to other projects on the approved Capital Improvement list.

It should be noted that the City, not the Energy Saving Contractor (McKinstry), is managing these projects per the Energy Services Proposal Addendum #1. The City process will be followed to perform the scope of work: Small Works process, Contract approval to obtain the Mayor's signature and the project close-out will be processed through Community Affairs and Parks and the Regular City Council Consent Agenda.

For more detailed information regarding the current project please refer to Capital Project Update Memo, item 5B.

The Tukwila Pool Advisory Committee will be hosting a 'Painting Party' at the pool in late November or early December. Staff is coordinating the effort with TPAC members.

#### **Marketing**

The first monthly newsletter was emailed to approximately 980 pool patrons on Friday, November 2, 2012. The pool's website has been updated with a project update page where progress and photos are being posted. Staff launched a Facebook page to highlight construction happenings to keep users informed. Staff has started accepting pre-registrations for February swim lessons. Patrons may register now and receive \$6 off of registration for 2013.

#### **Operations**

During the closure the Tukwila Community Center is opening at 5:30 AM as an early morning workout option for pool users who traditionally use the pool at that time of day. Throughout the

closure staff will be re-writing procedure manuals, training part-time staff, implementing marketing initiatives, and planning for the re-opening in February.

#### **Tukwila Pool Advisory Committee**

The Tukwila Pool Advisory Committee (TPAC) questioned staff regarding holding an executive session. There was confusion and frustration that ensued regarding the requirement for TPAC to comply with the Open Public Meetings Act (OPMA). The primary question TPAC is seeking an answer to is: Does the MPD Board desire that TPAC comply with the OPMA? At a future MPD meeting, TPAC will be providing what they foresee as their intent and potential constraints regarding their meetings and outside activities. Please see Attachments B & C for staff's and the MPD's responses to their questions.

#### **Future MPD Agendas**

December 17

- Construction Project Update
- Authorize Board President to sign professional services contract with Lisa M. Marshall for the provision of legal counsel services for the Tukwila Metropolitan park District through December 31, 2013
- Discussion: Independent Review of Support Services contract
- Governance change sometime in the future, Yes or No?
- Discussion: MPD Board Long-term Agenda
- Election of 2013 MPD Board Officers

#### **ATTACHMENT**

- A. Stakeholders Meeting Agenda
- B. Staff memo to TPAC regarding OPMA
- C. MPD Attorney memo to TPAC

# Tukwila MPD Pool

## Stakeholders Meeting Agenda

11-1-12 @ 7:00am

- Project Overview and Status Update (~~Robert~~ Rick)
- Meet the Team (McKinstry and City Staff) (~~Robert~~ Rick, Dave R.)
- Sub-contractors that will be used (Dave R.)
- General Project Timeline (Andy)
- Paint Party (Steph)
- Construction Tour on December 15<sup>th</sup> (~~Robert~~ Rick, Dave R.)
- Q&A (~~Robert~~ Rick, Dave R.)
- Final Pre-Construction Tour (~~Robert~~ Rick)



## INFORMATIONAL MEMORANDUM Tukwila Metropolitan Park District

TO: Tukwila Pool Advisory Committee

FROM: Rick Still, Parks and Recreation Director 

CC: Tukwila Pool Metropolitan Park District President

DATE: November 5, 2012

SUBJECT: Open Public Meeting Acting, RCW 42.30

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### ISSUE

Open Public Meeting Act (OPMA) and the Revised Code of Washington (RCW) 42.30

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

This Informational Memorandum is intended as a follow up to the email chain that occurred from October 24<sup>th</sup> through October 29<sup>th</sup> 2012.

### DISCUSSION

Lisa Marshall, the MPD's attorney, completed research regarding meeting requirements that must be followed by the by all Boards, Committees etc. of the MPD when holding a meeting. I understand that there is some frustration around this issue however it is my hope that awareness of these rules will protect TPAC from violation(s). I highly recommend that each of you review chapter 42.30 of the RCW, copies are attached for your reference. Additionally, it may be worthwhile to review MPD Resolution 8. As volunteers for this committee this RCW Chapter 42.30 and Resolutions 8 through 11 applies to TPAC members and as such the following applies:

- The TPAC is an officially appointed 'public body' and is obligated to fulfill the requirements of the Open Public Meeting Act (OPMA) and RCW 42.30.
- TPAC does not have the right - no authority over issues to necessitate or that qualify, to hold an executive session (ES).
- TPAC is not allowed to have a quorum meet to discuss TPAC issues without following the OPMA. I would caution you in making efforts to conduct business outside of a noticed meeting. Note: Emails that reach consensus between three or more TPAC members regarding TPAC/MPD issues can be construed as an OPMA violation.
- TPAC meetings are to be noticed and public allowed to listen and observe.
- Staff has been requested to be at all TPAC meetings by the MPD Board President, under her authority, as stated in the MPD establishing resolution #8.
- TPAC minutes are not required by OPMA; but minutes are required by the MPD establishing resolution #8.

### ATTACHMENT

RCW CHAPTER 42.30  
RESOLUTIONS 8, 10 & 11



## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: **Rick Still, Director of Parks and Recreation, City of Tukwila**  
 And to: **Tukwila Pool Advisory Committee (TPAC)**

FROM: **Lisa Marshall, Tukwila Pool Metropolitan Park District Attorney**

DATE: **November 7, 2012**

SUBJECT: **Open Public Meetings Act (OPMA)**

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Rick:

Following are the recent questions posed by TPAC concerning the OPMA, and my corresponding answers.

- 1) Are Open Public Meetings limited on where they are held? No. When a meeting is noticed under the OPMA, it must be held in the location stated in the notice, however, there are no requirements concerning where meetings must be held. Meetings do not need to be held in the city limits or district limits.
- 2) Can you outline the steps needed to fulfill RCW 42.30.080, specifically for TPAC. As long as a majority of TPAC members are gathered together to discuss TPAC business, the gathering must comply with the OPMA. Less than a majority can meet anywhere at any time to discuss TPAC business and the gathering does not need to comply with the OPMA. Meetings held under the OPMA must be held at the time and place designated by the governing body. In the case of a Council or Commission, the meeting schedule is set forth by resolution or ordinance. In the case of an advisory board like TPAC, the meeting schedule will not be set forth by ordinance or resolution, but by motion. Contrary to what most people believe, agendas do not legally need to be published, and minutes do not need to be taken.
- 3) Which circulations have on file a written request to be noticed for TPAC meetings? (RCW 42.30.080 (2)(a)) None of which I am aware, but this question should be directed to the City Clerk.
- 4) Keeping in mind TPAC's mission, "To advise, guide and assist the Tukwila MPD on matters relating to the Tukwila Pool", would RCW 42.30.110 (1) g "or to review the performance of a public employee." allow TPAC to enter into executive session? No. This provision of the OPMA was enacted to allow councils to review the performance of a public employee, such as a city manager for example, when that employee is a direct report of the council or board. A board, commission or committee that has no authority to discipline, supervise, control or direct the day to day activities of an employee accordingly has no authority to enter into executive sessions to discuss the same.
- 5) What, if anything, can be discussed through an email chain that includes all TPAC members? Can meeting dates be discussed/ organized that way? Importantly, anything can be discussed in an email chain, but keep in mind that emails among TPAC members constitute public records and are disclosable to the public. Additionally, should a majority of TPAC members engage in back-and-forth email exchanges and conversations concerning TPAC business, OPMA violations may occur.
- 6) Can TPAC members be part of other informal or formal groups that may or may not discuss the pool? As stated above, if a majority of TPAC members are gathered together to discuss TPAC business – even if as part of another group's meeting – a meeting is taking place and must comply

with the OPMA. If a majority of TPAC members attend another meeting but do not discuss TPAC business, no meeting is likely taking place. If a majority of TPAC members meet for social reasons or travel together and do not discuss TPAC business, no OPMA violation is likely taking place.

- 7) Can TPAC members attend events at the pool, for example April Pool's Day, Pooch Plunge, etc? As stated above, less than a majority of TPAC members can attend any meeting or gathering whether TPAC business is discussed or not and the OPMA does not apply. If a majority of TPAC members attend a meeting or social event and do not discuss TPAC business, the OPMA does not apply. If a majority of TPAC members attend any meeting or social event and discuss TPAC business, the OPMA applies.
- 8) If there is a move toward change of Governance, can TPAC members run for an elected Commissioner position? Yes.
- 9) Does the RCW law differentiate between elected commissioners and an appointed citizen committee? No. However, articles and summaries of the OPMA have suggested that advisory committees do not need to comply with the OPMA. The weight of authority, however, holds that advisory groups must comply with the OPMA. Among the governing bodies that comply with the OPMA, there is no distinction between advisory boards and other citizen committees.



## INFORMATIONAL MEMORANDUM MPD

TO: Tukwila Pool MPD Board President

FROM: Bryan Nelson, Chair, Tukwila Pool Advisory Committee

DATE: November 14, 2012

SUBJECT: Fees Increase and Budget Recommendations

### ISSUE

Tukwila Pool Advisory Committee (TPAC) Fees Increase and Budget Recommendations

### DISCUSSION

TPAC has thoroughly reviewed and discussed Fees Increase materials and the 2013-2014 MPD Budget at their October 2<sup>nd</sup>, November 7<sup>th</sup>, and November 10<sup>th</sup> meetings. The following is TPAC's recommendations:

**Fees Increase:** At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt and implement the recommended fee increase effective May 2013.

**2013 Budget:** At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt the 2013 Budget as presented with the following requests:

- Addition of a line item for a scholarship program (\$5,000) with recommended details/guidelines to be worked out by TPAC, Staff and MPD Board in the future.
- Budget includes/assumes similar programs and scheduling as 2012, with a minimum of three special events.

### RECOMMENDATION

Please consider TPAC's recommendations as you move forward with determining a fees increase and passing the 2013 MPD Budget.



# **Tukwila Metropolitan Park District Tukwila Pool Advisory Committee**

**TO:** Citizens Pool Advisory Committee  
**FROM:** Bryan Nelson - Chair  
**DATE:** 9/30/12  
**SUBJECT:** Tukwila Pool Advisory Committee Meeting

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If you are unable to attend, please notify Bryan at 206-931-1579

## **AGENDA**

October 3, 2012

7:00 AM

**Meeting Location: Tukwila Community Center**

### **Call to Order**

### **Approval of Minutes – September 12, 2012**

### **Business Items:**

1) 10 min: Pre-Construction/Development Status/Projected Construction Timeline/Marketing: Update only. No recommendations from TPAC expected.

2) 20 min: Review Preliminary Budget (requested from the 10/1 MPD Special Meeting): Any Questions, Clarification, additional information needed. No recommendations at this point.

3) 10 min: Review Governance Outline for Elected Board: Any Questions, Clarification, additional information needed. No recommendations at this point.

10 min: Discussion about having another community meeting that includes MPD, TPAC, STP and greater pool community. Extension from last meeting discussion.

4) 40 min: Review of the TPAC Direction from the Board discussed at the last MPD meeting. Begin working through timelines. Verna is going to work on incorporating the discussion from that meeting and send to us in advance.

Action item: fee increase recommendation MPD is requesting from TPAC.

### **Committee Reports**

### **Citizen Comments**

### **Staff Report**

### **Other**

**Next Meeting: November 7, 2012**

### **Adjournment**



# TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

## MINUTES

Tukwila Community Center  
Wednesday, October 3, 2012 7:00 AM

### Attendance

Committee: Bryan Nelson, Jeri Frangello-Anderson, David Puki, Vida Verdier, Vanessa Zaputil  
Staff: Robert Eaton, Stephanie Gardner, Amy Kindell, Rick Still  
Board Member: Verna Seal

**Call to Order:** Bryan Nelson called the meeting to order at 7:04 AM.

**Approval of Minutes:** Committee Members reviewed the minutes from the September 12, 2012 meeting and made amendments. Vida Verdier made a motion to approve the minutes as amended. David Puki seconded the motion. The motion carried 5-0.

### Business Items

1. Pre-Construction/Development Status/Project Construction Timeline/Marketing – Robert Eaton provided a brief summary of the status of the project, sharing with the group the project is moving ahead with RFP's going out to sub-contractors next week. He also shared that the definite first day of the closure is November 5, 2012. Committee members asked specific questions about the project timeline. Robert Eaton and Rick Still explained the process has unique characteristics resulting in the specific timeline during construction being somewhat flexible. They assured the committee everything is on schedule.

Amy Kindell shared with the committee regarding upcoming marketing items. Fliers for the upcoming pre-closure Pooch Plunge were passed out to the committee. Amy Kindell discussed details of the event to the committee and shared that posters are up at City offices and fliers would be going out at other locations this week. Additionally, Amy Kindell shared with the committee three fliers that would be available to pool patrons later that day. The fliers provide information for adults, youth and seniors on alternate recreation activities they can participate in while the pool is being re-modeled. Committee members asked questions regarding the options listed in the fliers. Bryan Nelson requested the fliers be made available on the MPD website.

2. Review Preliminary Budget (requested from the 10/1 MPD Special Meeting) – Rick Still shared with the committee that financing options are still being explored and an application for one such option has been submitted. The final details are being worked out and the project is on track.

Committee members asked specific questions regarding how figures in the budget were generated or used. Rick Still answered committee questions around topics such as the use of 2011 proposed budget numbers vs. 2011 approved budget numbers, loan repayment, city valuation, credit card usage rates, employee compensation during the closure, employee retention during the closure and utilities rates. The committee forwarded this item to their next meeting.

## TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

3. Review Governance Outline for Elected Board – not discussed
4. Review of the TPAC Direction from the Board discussed at the last MPD Meeting – Vanessa Zaputil provided the committee with a re-cap of the discussion by the Board of this matter at their meeting September 17, 2012 meeting. Committee members reviewed and discussed the TPAC work plan document that the Board reviewed and discussed at their last meeting. The committee then discussed the intention of the Board in providing TPAC with direction. Vanessa Zaputil shared that she felt the Board had been very supportive of TPAC pursuing items in addition to those in the document. Board Member Seal clarified that the action items listed in the document are items that the Board needs TPAC to attend to. The committee further discussed the tasks outlined in the document and how to respond to the direction from the Board.

The committee discussed how a gap analysis would be done, potential partnerships, and cultural competency.

Bryan Nelson brought up that idea of a community meeting being a possible way to address many of the topics like gap analysis and cultural competency. He shared that he felt the previous visioning meeting was great but mostly geared toward the upcoming improvements and it may be beneficial to do another visioning meeting for programming at the Pool. He suggested such a meeting could potentially happen before or during the upcoming closure. Rick Still explained to the committee that a visioning meeting that would involve all groups within the community would require quite a bit of planning and coordination.

8:18 AM Verna Seal exited the meeting.

The committee suggested a possible March or April visioning meeting. It was then discussed that committee members could build a list of community connections they currently have or would like to see built to support the Pool.

The Committee then briefly discussed their recommendation to the Board regarding a potential fee increase. They discussed the philosophy of how rate increases should be accomplished either in large increases occasionally or in small regular increases. Staff distributed information to the committee that showed the suggested rate increases, compared them with previous rates, compared them with the industry average from the fee study completed by Staff in late 2011, and showed the potential increased revenue from the suggested increase. The committee requested information from staff for their next meeting, on the fee increase habits of the other pools included in the late 2011 fee study as well as information about what pools were included in that study.

Vanessa Zaputil shared with the committee some of her notes from the September 2012 board meeting. The committee agreed to generate a recommendation for the Board on the proposed fee increase at their next meeting.

**Citizen Comments:** None

TUKWILA METROPOLITAN PARK DISTRICT  
Tukwila Pool Advisory Committee

**Staff Reports:**

**Other:**

**Adjournment:** Vanessa Zaputil made a motion to adjourn the meeting. Vida Verdier seconded the motion. The meeting was adjourned at 8:36 AM.

**Next Meeting:** Wednesday, November 7, 2012 7:00 AM, Tukwila Community Center

Minutes by ANK





## **Tukwila Metropolitan Park District Tukwila Pool Advisory Committee**

**TO:** Citizens Pool Advisory Committee  
**FROM:** Bryan Nelson - Chair  
**DATE:** 11/1/12  
**SUBJECT:** Tukwila Pool Advisory Committee Meeting

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If you are unable to attend, please notify Bryan at 206-931-1579

### **AGENDA**

November 7, 2012

7:00 AM

**Meeting Location: Tukwila Community Center**

#### **Call to Order**

#### **Approval of Minutes – October 3, 2012**

#### **Business Items:**

- 1) 10 min: TPAC meetings: how do we balance compliance with RCW and efficiency/effectiveness in planning additional meeting times?
- 2) 5 min: Request for approved TPAC minutes to be in a folder on the MPD site, separate from the MPD Agenda packet for ease of access.
- 3) 10 min: Pre-Construction/Development Status/Projected Construction Timeline/Marketing: Update only. No recommendations from TPAC expected.
- 4) 30 min: Review Preliminary Budget and provide recommendation to MPD Board if possible (Additional meeting may be required).
- 5) 20 min: Review proposed fee increase and provide recommendation to MPD Board if possible (further discussion at future meeting may be required).
- 6) 5 min: Review preliminary list of outreach that will be done during the closure for the Community meeting that includes MPD, TPAC, STP and greater pool community (post grand re-opening)

#### **Committee Reports**

#### **Citizen Comments**

#### **Staff Report**

#### **Other**

**Next Meeting: December 5, 2012**



Tukwila Pool Pass Sales and Revenue  
2010-2012

Period	Resident		Non-Resident		Total		# Change	\$ Change	Average Pass Sale
	# sold	\$	# sold	\$	# sold	\$			
May 1, 2012 - October 31, 2012	195	\$8,631.43	148	\$7,714.22	343	\$16,345.65	35	6.79%	\$47.65
May 1, 2011 - October 31, 2011	143	\$6,899.85	165	\$8,406.70	308	\$15,306.55	-21	-11.34%	\$49.70
May 1, 2010 - October 31, 2010	135	\$6,992.64	194	\$10,272.53	329	\$17,265.17			\$52.48

January 1, 2012-October 31, 2012	297	\$13,619.77	269	\$13,645.02	566	\$27,264.79	57	8.04%	\$48.17
January 1, 2011- October 31, 2011	216	\$10,750.23	293	\$14,485.53	509	\$25,235.76	-57	-13.82%	\$49.58
January 1, 2010- October 31, 2010	241	\$12,406.58	325	\$16,876.41	566	\$29,282.99			\$51.74

**Notes -**

\*All revenues listed are net (after tax) revenues. \*2010 was the highest earning year in Tukwila Pool history.

**Comparison of May 1, 2012 Tukwila Pool Pass sales and revenues  
with Other Area Pool Fees**

	Tukwila Resident May 2012 Rates	Tukwila Non-Resident May 2012 Rates	Evergreen	Mount Rainer (AMG)	Lindbergh	Seattle Parks - Southwest Pool	Kent Meridian (AMG)	Mercer Island	King County Aquatic Center	Covington - Resident	Covington - Non Resident	Auburn	Redmond	Industry Average	Tukwila Resident vs. Average	Tukwila Non-Res. vs. Average
Adult Drop-in	\$4.00	\$4.00	\$4.50	\$4.95	\$3.75	\$4.75	\$4.95	\$5.50	\$3.25	\$3.50	\$4.25	\$3.00	\$4.40	\$4.22	-5.11%	-5.11%
Youth/Sr Drop-in	\$3.00	\$3.00	\$3.50	\$3.58	\$4.25	\$3.25	\$3.58	\$4.00	\$3.25	\$3.50	\$4.25	\$2.50	\$3.60	\$3.48	-13.83%	-13.83%
Adult Lap Swim Drop-in	n/a	n/a	n/a	n/a	\$4.25	n/a	n/a	n/a	\$5.00	\$5.25	\$6.50	\$4.00	n/a	\$5.00	-20.00%	-\$0.20
Youth Lap Swim Drop-in	n/a	n/a	n/a	n/a	\$4.25	n/a	n/a	n/a	\$5.00	\$5.25	\$6.50	\$4.00	n/a	\$5.00	-40.00%	-\$0.20
Senior Lap Swim Drop-in	n/a	n/a	n/a	n/a	\$3.25	n/a	n/a	n/a	\$3.75	\$3.50	\$4.25	\$4.00	n/a	\$3.75	-20.00%	-\$0.20
Adult H2OX Drop-in	\$6.00	\$6.00	n/a	\$7.15	\$6.25	\$6.00	\$7.15	\$7.50	\$6.25	\$6.75	\$8.25	n/a	\$4.60	\$6.54	-8.21%	-8.21%
Sr. H2OX Drop-in	\$5.00	\$5.00	n/a	\$5.50	\$4.25	\$3.50	\$5.50	\$5.50	\$4.75	\$5.25	\$6.50	n/a	\$5.60	\$5.12	-2.40%	-2.40%
Youth 10 Punch Public Swim	\$27.00	\$30	\$30.00	\$38.50	\$31.25	\$29.20	\$38.50	\$35.00	n/a	\$31.50	\$38.25	n/a	\$40.00	\$33.56	-19.56%	-10.62%
Adult 10 Punch Public Swim	\$36.00	\$40	\$40.00	\$38.50	\$35.42	\$42.70	\$38.50	\$50.00	n/a	\$31.50	\$38.25	n/a	\$40.00	\$39.17	-8.09%	2.12%
Senior 10 Punch Public Swim	\$27.00	\$30	\$30.00	\$33.00	\$27.08	\$29.20	\$33.00	\$30.00	n/a	\$31.50	\$38.25	n/a	\$32.00	\$31.00	-12.91%	-3.24%
Youth 10 Punch Lap	\$27.00	\$30	\$30.00	\$46.75	\$35.42	\$29.20	\$46.75	\$33.33	n/a	\$47.25	\$58.50	n/a	\$4.00	\$35.29	-23.49%	-14.99%
Adult 10 Punch Lap	\$36.00	\$40	\$40.00	\$46.75	\$35.42	\$42.70	\$46.75	\$30.83	n/a	\$47.25	\$58.50	n/a	\$40.00	\$42.20	-14.69%	-5.21%
Senior 10 Punch Lap	\$27.00	\$30	\$30.00	\$33.00	\$27.08	\$29.20	\$33.00	\$28.33	n/a	\$31.50	\$38.25	n/a	\$32.00	\$30.85	-12.48%	-2.76%
Youth 1 Month Pass	\$28.00	\$37	\$40.00	n/a	n/a	\$40.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$36.26	-22.78%	2.16%
Adult 1 Month Pass	\$39.00	\$52	\$65.00	n/a	n/a	\$55.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$52.65	-25.92%	-2.00%
Sr. 1 Month Pass	\$28.00	\$37	\$40.00	n/a	n/a	\$40.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$36.26	-22.78%	2.16%
Youth 3 Month Pass	\$66.00	\$87	\$105.00	\$100.00	\$170.00	n/a	\$100.00	\$120.00	\$107.50	\$87.50	\$106.25	n/a	n/a	\$104.96	-37.12%	-16.81%
Adult 3 Month Pass	\$105.00	\$139	\$155.00	\$125.00	\$170.00	n/a	\$125.00	\$180.00	\$156.75	\$131.25	\$162.50	n/a	n/a	\$144.94	-27.56%	-4.16%
Sr. 3 Month Pass	\$66.00	\$87	\$105.00	\$80.00	\$110.00	n/a	\$80.00	\$115.00	\$107.50	\$87.50	\$106.25	n/a	n/a	\$94.46	-30.13%	-7.56%
Youth 12 Month Pass	\$187.00	\$247	n/a	\$300.00	\$480.00	n/a	\$300.00	\$330.00	\$312.00	\$175.00	\$212.50	n/a	n/a	\$282.66	-33.84%	-12.47%
Adult 12 Month Pass	\$308.00	\$407	n/a	\$430.00	\$480.00	n/a	\$430.00	\$450.00	\$456.00	\$262.50	\$325.00	n/a	n/a	\$394.33	-21.89%	3.34%
Sr. 12 Month Pass	\$187.00	\$247	n/a	\$200.00	\$330.00	n/a	\$200.00	\$260.00	\$273.00	\$175.00	\$212.50	n/a	n/a	\$231.66	-19.28%	6.80%
Adult H2OX 10 visit	\$52.00	\$60	n/a	\$60.00	\$52.08	n/a	\$60.00	\$70.00	\$56.25	\$60.75	\$74.25	n/a	n/a	\$60.59	-14.18%	-0.98%
Sr. H2OX 10 visit	\$42.00	\$50	n/a	\$42.50	\$35.42	n/a	\$42.50	\$50.00	\$42.75	\$47.25	\$58.50	n/a	n/a	\$45.66	-8.01%	9.51%
Swim Lesson (\$/class)	\$5.50	\$6.50	\$9.00	\$10.75	\$7.83	\$6.50	\$10.75	\$9.75	\$6.80	\$7.50	\$9.00	\$6.00	\$7.00	\$7.91	-30.50%	-17.87%
Private Lessons	\$25.00	\$30.00	\$20.00	\$42.90	\$28.00	\$34.00	\$42.90	\$30.00		\$28.00	\$34.00		\$25.00	\$30.89	-19.07%	-2.88%
Semi Private Lessons	\$30.00	\$35.00	\$30.00	\$30.25	n/a	\$44.00	\$30.25	\$24.00		\$17.00	\$21.00	n/a		\$29.06	3.25%	20.46%
Party Rental (1-25 ppl) /hr	\$110.00	\$140.00	\$115.00	\$99.00	\$120.00	\$206.00	\$99.00	\$150.00	\$115.00	\$110.00	\$135.00		\$115.00	\$126.17	-12.81%	10.96%
Party Rental (26-60 ppl) /hr	\$135.00	\$170.00	\$150.00	\$132.00	\$145.00	\$231.00	\$132.00	\$250.00	\$145.00	\$155.00	\$190.00		\$145.00	\$165.00	-18.18%	3.03%
Party Room 1/hr	\$0.00	\$0.00	n/a	\$49.50	\$40.00	\$35.00	\$49.50	n/a	\$39.00	\$35.00	\$45.00	n/a		\$32.56	-100.00%	-100.00%
Lane Rental/hr - Swim Team	\$9.00	\$12.00	\$13.00	\$10.50	\$10.00	\$27.00	\$10.50	\$25.00	\$12.50	\$11.00	\$11.00		\$12.00	\$13.63	-33.94%	-11.93%
Lane Rental/hr - Schools	\$8.00	\$11.00	\$10.00	\$10.50	\$10.00	\$27.00	\$10.50	\$10.83	\$14.50	\$11.00	\$11.00		\$13.30	\$12.30	-34.97%	-10.59%
Distance (miles) from Tukwila Pool	n/a	n/a	6.90	7.70	7.90	7.90	11.00	15.30	15.50	15.80	15.80	19.20	24.40	Average % difference	-24.32%	-23.31%

**Methods of determining fees for Pools included in  
2011 Tukwila Pool Fee Study**

Pool	Last Fee Change	Method of increase
Evergreen	<i>2011</i>	No response from inquiry - <i>set by management company</i>
Lindburg	Jul-11	Proposed by staff, School Board Approved
Covington	yearly	set by policy - based on consumer price index and cost recovery goals
Seattle		No response from inquiry - <i>set by parks board, approved by City Council</i>
Mt. Rainer	2010	Set by Management company
Kent Meridian	2010	Set by Management company
Mercer Island	twice yearly	some contract with SD, the rest Market survey & cost recovery
King County Aquatics Center	<i>2009-2010</i>	Proposed by staff to parks board, approved by County Council
Auburn		No response from inquiry - <i>proposed by staff, approved by School Board</i>
Redmond	2009	No response from inquiry - <i>Set by Management company</i>

**Notes -** \* All information in italics has not been verified with the facility management and is from staff recollection

Current Tukwila Pool Fee Schedule  
2012 Fee Recommendation

Fee Type	Tukwila Resident	Proposed 2013 Resident Fee	Early 2012 Tukwila Non-Resident	New 2012 Non-Resident Fee	Proposed 2013 Non-Resident Fee	Industry Average
Adult Drop-in	\$4.00	\$4.00	\$4.00	\$5.00	\$4.00	\$4.22
Youth/Sr Drop-in	\$3.00	\$3.00	\$3.00	\$4.00	\$3.00	\$3.48
Adult H2OX Drop-in	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.54
Sr. H2OX Drop-in	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.12
Youth 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$33.29
Adult 10 Punch Public Swim	\$36.00	\$38	\$36.00	\$40	\$40	\$38.81
Senior 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$30.73
Youth 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Adult 1 Month Pass	\$39.00	\$41	\$43.00	\$49	\$52	\$50.50
Sr. 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Youth 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$103.53
Adult 3 Month Pass	\$105.00	\$110	\$115.00	\$132	\$139	\$142.55
Sr. 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$93.03
Youth 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$277.94
Adult 12 Month Pass	\$308.00	\$323	\$339.00	\$388	\$407	\$386.72
Sr. 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$226.94
Adult H2OX 10 visit	\$52.00	\$55	\$52.00	\$60	\$60	\$59.70
Sr. H2OX 10 visit	\$42.00	\$44	\$42.00	\$50	\$50	\$44.77
Swim Lesson (\$/class)	\$5.50	\$5.50	\$6.00	\$6.50	\$6.50	\$7.88
Private Lessons	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00	\$30.44
Semi Private Lessons	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00	\$28.50
Party Rental (1-25 ppl) /hr	\$110.00	\$116.00	\$110.00	\$140.00	\$140.00	\$123.67
Party Rental (26-60 ppl) /hr	\$135.00	\$140.00	\$135.00	\$170.00	\$170.00	\$162.08
Party Rental (60-90 ppl) /hr	\$160.00	\$168.00	\$160.00	\$200.00	\$200.00	\$180.56
Party Rental (90-120ppl) /hr	\$185.00	\$195.00	\$185.00	\$235.00	\$235.00	\$217.57
Party Rental (120-150ppl) /hr	\$210.00	\$220.00	\$210.00	\$265.00	\$265.00	\$253.71
Party Room 1/hr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.56
Lane Rental/hr - Schools	\$9.00	\$12.00	\$9.00	\$12.00	\$12.00	\$13.38
Lane Rental/hr - Swim Team	\$8.00	\$11.00	\$8.00	\$11.00	\$11.00	\$12.05

Current Tukwila Pool Fee Schedule  
2013 Fee Recommendation

Fee Type	Tukwila Resident	Proposed 2013 Resident Fee	Change	vs average	Early 2012 Tukwila Non-Resident	Post May 2012 Non-Resident Fee	Proposed 2013 Non-Resident Fee	Change	vs. average	Industry Average
Adult Drop-in	\$4	\$4	\$0	(\$0.22)	\$4	\$4	\$4.00	\$0	(\$0.22)	\$4.22
Youth/Sr Drop-in	\$3	\$3	\$0	(\$0.48)	\$3	\$3	\$3.00	\$0	(\$0.48)	\$3.48
Adult H2OX Drop-in	\$6	\$6	\$0	(\$0.54)	\$6	\$6	\$6.00	\$0	(\$0.54)	\$6.54
Sr. H2OX Drop-in	\$5	\$5	\$0	(\$0.12)	\$5	\$5	\$5.00	\$0	(\$0.12)	\$5.12
Youth 10 Punch Public Swim	\$27	\$28	\$1	(\$4.94)	\$27	\$30	\$30	\$0	(\$3.29)	\$33.29
Adult 10 Punch Public Swim	\$36	\$38	\$2	(\$1.01)	\$36	\$40	\$40	\$0	\$1.19	\$38.81
Senior 10 Punch Public Swim	\$27	\$28	\$1	(\$2.38)	\$27	\$30	\$30	\$0	(\$0.73)	\$30.73
Youth 1 Month Pass	\$28	\$29	\$1	(\$5.35)	\$31	\$35	\$37	\$2	\$2.25	\$34.75
Adult 1 Month Pass	\$39	\$41	\$2	(\$9.55)	\$43	\$49	\$52	\$3	\$1.50	\$50.50
Sr. 1 Month Pass	\$28	\$29	\$1	(\$5.35)	\$31	\$35	\$37	\$2	\$2.25	\$34.75
Youth 3 Month Pass	\$66	\$69	\$3	(\$34.23)	\$73	\$83	\$87	\$4	(\$16.53)	\$103.53
Adult 3 Month Pass	\$105	\$110	\$5	(\$32.30)	\$115	\$132	\$139	\$7	(\$3.55)	\$142.55
Sr. 3 Month Pass	\$66	\$69	\$3	(\$23.73)	\$73	\$83	\$87	\$4	(\$6.03)	\$93.03
Youth 12 Month Pass	\$187	\$196	\$9	(\$81.59)	\$205	\$236	\$247	\$11	(\$30.94)	\$277.94
Adult 12 Month Pass	\$308	\$323	\$15	(\$63.32)	\$339	\$388	\$407	\$19	\$20.28	\$386.72
Sr. 12 Month Pass	\$187	\$196	\$9	(\$30.59)	\$205	\$236	\$247	\$11	\$20.06	\$226.94
Adult H2OX 10 visit	\$52	\$55	\$3	(\$5.10)	\$52	\$60	\$60	\$0	\$0.30	\$59.70
Sr. H2OX 10 visit	\$42	\$44	\$2	(\$0.67)	\$42	\$50	\$50	\$0	\$5.23	\$44.77
Swim Lesson (\$/class)	\$5.50	\$5.50	\$0	(\$2.38)	\$6	\$6.50	\$6.50	\$0	(\$1.38)	\$7.88
Private Lessons	\$25	\$25	\$0	(\$5.44)	\$25	\$30	\$30	\$0	(\$0.44)	\$30.44
Semi Private Lessons	\$30	\$30	\$0	\$1.50	\$30	\$35	\$35	\$0	\$6.50	\$28.50
Party Rental (1-25 ppl) /hr	\$110	\$110	\$0	(\$13.67)	\$110	\$140	\$140	\$0	\$16.33	\$123.67
Party Rental (26-60 ppl) /hr	\$135	\$135	\$0	(\$27.08)	\$135	\$170	\$170	\$0	\$7.92	\$162.08
Party Rental (60-90 ppl) /hr	\$160	\$160	\$0	(\$20.56)	\$160	\$200	\$200	\$0	\$19.44	\$180.56
Party Rental (90-120ppl) /hr	\$185	\$185	\$0	(\$32.57)	\$185	\$235	\$235	\$0	\$17.43	\$217.57
Party Rental (120-150ppl) /hr	\$210	\$210	\$0	(\$43.71)	\$210	\$265	\$265	\$0	\$11.29	\$253.71
Party Room 1/hr	\$0	\$0	\$0	(\$32.56)	\$0	\$0	\$0	\$0	(\$32.56)	\$32.56
Lane Rental/hr - Schools	\$9	\$12	\$3	(\$1.38)	\$9	\$12	\$12	\$0	(\$1.38)	\$13.38
Lane Rental/hr - Swim Team	\$8	\$11	\$3	(\$1.05)	\$8	\$11	\$11	\$0	(\$1.05)	\$12.05

**Comparison of 2011 Tukwila Pool Pass sales and revenues  
with Proposed 2013 Tukwila Pool Pass rates and projected revenues**

Fee Type	2011						Total Revenue	2013				Total projected revenue increase
	# Resident Purchased	Resident Rate	Revenue	# Non Resident Purchased	Non-Resident Rate	Revenue		Proposed Resident Rate	Projected Resident Revenue change	Proposed Non-Resident Rate	Projected Non Res. revenue change	
Youth 10 Punch Public Swim	27	\$27	\$729	14	\$27	\$378	\$1,107	\$28	\$27.00	\$30	\$42.00	\$69.00
Adult 10 Punch Public Swim	125	\$36	\$4,500	99	\$36	\$3,564	\$8,064	\$38	\$250.00	\$40	\$396.00	\$646.00
Senior 10 Punch Public Swim	75	\$27	\$2,025	131	\$27	\$3,537	\$5,562	\$28	\$75.00	\$30	\$393.00	\$468.00
Youth 1 Month Pass	35	\$28	\$980	11	\$31	\$341	\$1,321	\$29	\$35.00	\$37	\$66.00	\$101.00
Adult 1 Month Pass	71	\$39	\$2,769	25	\$43	\$1,075	\$3,844	\$41	\$142.00	\$52	\$225.00	\$367.00
Sr. 1 Month Pass	34	\$28	\$952	45	\$31	\$1,395	\$2,347	\$29	\$34.00	\$37	\$270.00	\$304.00
Youth 3 Month Pass	4	\$66	\$264	2	\$73	\$146	\$410	\$69	\$12.00	\$87	\$28.00	\$40.00
Adult 3 Month Pass	18	\$105	\$1,890	13	\$115	\$1,495	\$3,385	\$110	\$90.00	\$139	\$312.00	\$402.00
Sr. 3 Month Pass	15	\$66	\$990	30	\$73	\$2,190	\$3,180	\$69	\$45.00	\$87	\$420.00	\$465.00
Youth 12 Month Pass	0	\$187	\$0	0	\$205	\$0	\$0	\$196	\$0.00	\$247	\$0.00	\$0.00
Adult 12 Month Pass	4	\$308	\$1,232	4	\$339	\$1,356	\$2,588	\$323	\$60.00	\$407	\$272.00	\$332.00
Sr. 12 Month Pass	26	\$187	\$4,862	25	\$205	\$5,125	\$9,987	\$196	\$234.00	\$247	\$1,050.00	\$1,284.00
Adult H2OX 10 visit	10	\$52	\$520	23	\$52	\$1,196	\$1,716	\$55	\$30.00	\$60	\$184.00	\$214.00
Sr. H2OX 10 visit	18	\$42	\$756	24	\$42	\$1,008	\$1,764	\$44	\$36.00	\$50	\$192.00	\$228.00
<b>Grand Total</b>	<b>462</b>		<b>\$22,469</b>	<b>446</b>		<b>\$22,806</b>	<b>\$45,275</b>		<b>\$1,070</b>		<b>\$3,850</b>	<b>\$4,920.00</b>

Year Revenue Goal*	\$205,000
% of yearly revenue goal	2.40%
growth required by budget	1.00%

\* assumption of 12 month year



TUKWILA METROPOLITAN PARK DISTRICT  
Tukwila Pool Advisory Committee

MINUTES

Tukwila Community Center  
Wednesday, November 7, 2012 7:00 AM

**Attendance**

Committee: Bryan Nelson, Jeri Frangello-Anderson, David Puki, Vida Verdier, Vanessa Zaputil  
Staff: Robert Eaton, Stephanie Gardner, Amy Kindell, Malcolm Neely, Rick Still  
Board Member: Verna Seal

**Call to Order:** Bryan Nelson called the meeting to order at 7:00 AM.

**Approval of Minutes:** Committee Members reviewed the minutes from the October 3, 2012 meeting and made amendments. Vida Verdier made a motion to approve the minutes as amended. Jeri Frangello-Anderson seconded the motion.

**Business Items**

1. TPAC meetings: how do we balance compliance with RCW and efficiency/effectiveness in planning additional meeting times? –  
Rick Still passed out a packet (Attachment A) to the committee including a memo summarizing the rules regarding TPAC meetings and a copy of the Revised Code of Washington (RCW) regarding the Open Public Meeting Act (OPMA).

7:03 AM David Puki entered the meeting.

Committee members discussed and asked clarifying questions of staff regarding the appropriate location of meetings, specifically RCW 42.30.080. The committee was referred to the packet that had been provided to them and informed that all meetings held by TPAC need to be noticed and open to the public. David Puki shared that in his experience public meetings are held at locations that are generally accepted to be public like community centers, company or organization meeting rooms or locations like Starbucks to eliminate the appearance of favoritism. Board President Seal expressed agreement that meetings should be held at locations generally accepted to be public and not at private residences. Vanessa Zaputil requested further clarification from the attorney on this matter.

Vanessa Zaputil requested staff provide the step by step procedure used for noticing public meetings.

Committee members asked clarifying questions of staff regarding the use of e-mail for communication regarding TPAC. Board President Seal explained that the committee must be careful not to conduct TPAC business via e-mail. If information must be shared via e-mail every member of TPAC should be included in the e-mail. Vanessa Zaputil requested further clarification from the attorney on this matter.

## TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

Board Member Seal reminded the committee that they must be careful to abide by the OPMA at all times, including at Sustain Tukwila Pool (STP) meetings. A quorum of TPAC members at STP meetings would be a violation of the OPMA.

Vanessa Zaputil asked clarifying questions regarding holding executive sessions (RCW 42.30.110). Rick Still and Board President Seal explained that the committee is an advisory committee and not a governing body; as such TPAC has no authority to hold an executive session.

2. Request for approved TPAC minutes to be in a folder on the MPD site, separate from the MPD Agenda packet for ease of access –  
Vanessa Zaputil requested for ease of access that TPAC minutes be posted directly on the MPD website. Following up to previous questions regarding TPAC minutes, Stephanie Gardner shared that it is not practice to post draft minutes and as such draft minutes would not be posted in the records center. However, a folder would be created in the records center specifically for approved TPAC minutes. It was agreed that location would be accessible from the MPD website.
3. Pre-Construction/Development Status/Projected Construction Timeline/Marketing: Update only. No recommendation from TPAC expected. –  
Robert Eaton shared that the project has begun with the pool being drained on Monday and crews beginning demo. He also shared that preparations are underway for the December 15<sup>th</sup> tour of the construction. The committee verified that the tour would be open to the public. Robert Eaton responded in the affirmative. Rick Still shared that the additional projects such as the updated entry way have gone out to bid.

7:23 AM David Puki exited the meeting.

7:28 AM David Puki returned to the meeting.

Amy Kindell shared with the committee that the Pooch Plunge went well as pooches and owners had a great time. The project update page is up and running with photos from the Pooch Plunge and will be updated regularly. The first edition of the Tukwila Pool Newsletter went out last Friday. The first Balance and Flexibility class held at Lindburg Pool during the closure went well on the first day.

Kay Mulliner, Tukwila Citizen, shared with the committee that 6 seniors took part in the balance class Tuesday and she really enjoyed being able to take part in the class during the closure. She also expressed that she hoped that the MPD Board minutes would reflect that there are alternative swim options at Lindberg pool during the closure at Tukwila Pool.

4. Review preliminary budget and provide recommendation to the MPD Board if possible (Additional meeting may be required). –  
The committee asked clarifying questions of staff regarding specific aspects of the proposed budget and staff responded to questions.

Bryan Nelson inquired as to the use of the \$250,000 listed as Other Lifecycle Replacements in 2012.

## TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

Bryan Nelson asked if staff salaries and benefits are covered under the inter-local agreement. Rick Still responded in the affirmative.

Vanessa Zaputil inquired regarding updated benefit costs and Rick Still shared that the figures in the memo are correct.

Vanessa Zaputil asked about the expected rental attendance trends; if they included spectators as well as the decrease in numbers after 2009 and the higher estimated numbers for 2013. Staff responded the numbers do include spectators. Staff believes the change was due to two things; a change in the way the program used for rentals totals attendance from 2009 to 2010 and increased programming has decreased the availability of pool time for rental.

Bryan Nelson inquired about the projection for pass visits in 2013. Amy Kindell responded that numbers were down in 2011 due to the fact that people were hesitant to purchase passes due to the potential closure if the ballot measure did not pass. Once the measure passed some didn't purchase a pass again in 2012. In 2012, pass sales will be less due to 2 months of the year being involved in the renovations closure. 2013 is expected to have greater pass visits compared with 2012 due to increased marketing efforts and the facility being open for 11 months.

Bryan Nelson questioned why the insurance for 2013 would be greater than previously listed. Rick Still explained that some of the insurance had been pre-paid before the MPD was formed and now the MPD needs to cover all of the insurance costs.

Vanessa Zaputil inquired if the year end projections listed in the budget are still relevant. Rick Still responded in the affirmative.

Rick Still also responded to a question from the committee regarding any other potential efficiency in the budget in addition to energy savings after renovations. He shared that additional efficiencies result from better than expected revenues, and savings in part time staffing costs. Committee members asked how additional revenues are expected to be achieved. Amy Kindell explained that the goals listed in the proposed budget document, such as developing an after school swim program, are expected to increase revenues.

Bryan Nelson and Vanessa Zaputil then inquired as to the reason for one percent annual revenue increase shown in the proposed budget and Rick Still shared that the one percent is a conservative estimate that results in a simple formula to project out revenues. Vanessa Zaputil asked staff if swimming lessons generated more revenue than other programs. Staff responded that programs are intertwined. While lessons generate significant revenue, they also feed into other programs.

Vanessa Zaputil asked how the scholarship funds would be accounted for. Rick Still explained that those funds would be provided by private donors and not be a budgeted expense.

## TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

7:50 AM Robert Eaton exited the meeting.

Bryan Nelson inquired as to the reasoning for the change in total operations costs from 2012 to the projected numbers for 2013. Rick Still explained that you can find the reasons for the change by looking in the budget document at the sub categories.

The committee forwarded this item to their next meeting.

8:03 AM Bryan Nelson exited the meeting.

5. Review proposed fee increase and provide recommendation to MPD Board if possible (further discussion at future meeting may be required).-  
The committee continued their discussion of the matter from last meeting. Vanessa Zaputil asked for information about projected increases in revenue as a result of changes in rental fees. Amy Kindell distributed to the group a copy of the current fees compared with the proposed fees. Amy Kindell clarified that the only proposed rental fee change was an increase in the resident lane rental fee to match other lane rental fees. Information was not specifically provided because any increase in revenue from this fee change would be negligible due to the fact that the fee is rarely applicable. Tukwila residents do participate in groups that rent lane space but organizations based in Tukwila with a mailing address in Tukwila very rarely rent lane space.

Amy Kindell distributed the document from the October 3, 2012 meeting comparing 2011 pass sales and projected revenues in 2013 with the proposed pass rates. Vanessa Zaputil expressed that 50 percent of the proposed increase would be borne by seniors. Staff clarified that senior passes were not proposed to be a 50 percent greater cost than other pass rates. Seniors purchase more passes than other groups and when a group purchases more passes their purchases account for a greater percentage of the total revenue earned from pass sales.

Kay Mulliner shared that the proposed rates are still much lower than other options such as the YMCA. She then shared that people don't just pay for the use of the pool when they purchase a pass at Tukwila Pool, they buy into the community and people are willing to pay just a little bit more because of the community at Tukwila Pool. She also shared that many people travel 10-15 miles to participate in the community at Tukwila Pool.

The committee briefly continued discussing the matter before forwarding a decision to the Special Meeting Saturday, November 10, 2012.

6. Review preliminary list of outreach that will be done during the closure for the Community meeting that includes MPD, TPAC, STP and greater pool community (post grand re-opening) – Not discussed

**Citizen Comments:** None

**Staff Reports:**

TUKWILA METROPOLITAN PARK DISTRICT  
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**Other:** Board President Verna Seal passed out to the committee 2 letters received by the Board from citizens regarding the upcoming discussion by the Board regarding change in governance. She clarified that the Board will be voting Yes or No on the question 'Is the Board interested in ever changing governance?' Board President Seal also explained the vote by the Board on whether to pursue a change in governance will be postponed until the December board meeting. At the December board meeting the next Board President will also be elected.

**Adjournment:** Vida Verdier made a motion to adjourn the meeting. David Puki seconded the motion. The meeting was adjourned at 8:19 AM.

**Next Meeting:** Saturday, November 10, 2012 8:00 AM, Tukwila Community Center

Minutes by ANK

DRAFT

