

## INFORMATIONAL MEMORANDUM MPD

TO: **Tukwila Pool MPD Board President**

FROM: **Craig Zellerhoff, Fiscal Coordinator**

DATE: **February 14, 2013**

SUBJECT: **2012 Contracted Support Services Summary**

### **ISSUE**

Review of the Contracted Support Services provided by the City of Tukwila for \$7,500 per month.

### **FINANCIAL IMPACT**

No financial impact this time.

### **BACKGROUND**

The Tukwila Pool Metropolitan Park District (MPD) entered into a contract for support services with the City of Tukwila (City) upon the formation of the MPD. This memorandum is to provide a recap of the 2012 cost for the Contracted Support Services the MPD has with the City of Tukwila.

Below is a review of the scope of work outlined in the MPD contract with the City to provide support services for the MPD's pool operations:

**City Clerk** - produce minutes of MPD meetings, prepare agendas and packets for MPD meetings, prepare meeting rooms and notice of meetings; and organize, maintain and archive District records and files.

**Information Technology** - website design and creation; email capability; maintain and post documents and update MPD website; and provide support of computers, telephones, cell phones, printers, copiers, and fax machines used by MPD.

**Finance** - prepare annual report to the State Auditor's Office and support for the annual audit; maintain records and prepare reports (expenditure and revenue); provide general accounting services, semi-monthly payroll processing and necessary reports; provide Accounts Payable services, payment of invoices and Purchasing Card administration; and risk management administration.

**Parks and Recreation** - Project Management Support; maintenance of exterior pool grounds/landscaping; janitorial services; and Pool staff and management.

**Human Resources** - Recruitment of employees; maintenance of employee records; and benefit administration.

Section 3.1 Cost Basis. States that hourly wages and benefits of City staff spent providing support services, plus 10% for overhead expenses, shall not exceed \$7,500 per month.

**DISCUSSION**

The chart below displays the actual costs associated with the contracted support services being provided to the MPD by the City of Tukwila.

<b>Department</b>	<b>2012 Wages and Benefits</b>	<b>10% Overhead</b>	<b>Total</b>	<b>Average Per Month</b>
<b>City Administrator</b>	\$5,295	\$530	\$5,825	\$485
<b>City Clerk</b>	8,934	893	9,827	819
<b>IT</b>	762	76	838	70
<b>Finance</b>	19,278	1,928	21,206	1,767
<b>Parks &amp; Rec</b>	80,565	8,057	88,622	7,385
<b>Human Resources</b>	553	55	608	51
<b>Total</b>	<b>\$115,387</b>	<b>\$11,539</b>	<b>\$126,926</b>	<b>\$10,577</b>
<b>Avg Monthly Cost</b>	<b>\$9,616</b>	<b>\$962</b>	<b>\$10,577</b>	

The MPD support service charge for 2012 according to the interlocal agreement was limited to \$90,000 or \$7,500 per month compared to the actual support services cost of \$126,926 or \$10,577 per month.

**RECOMMENDATION**

Information Only

**ATTACHMENTS**

2012 MPD Support Services Detail

Sum of hours		
Full Name	notes	Total
AGMATA, STACEY	CLASS	1
	updating fees	2
	updating fees in CLASS	2
	(blank)	6
AGMATA, STACEY Total		11
ALMBERG-DIDEON, DANA	Copy & distribute MPD agenda	2
	Copy & distribute MPD agenda packet	1
	MPD Agenda printing/distribution	1
	MPD Agenda processing	1
	MPD agenda production	2
	Pdf & email letters to Lisa Marshall from MPD citizens	0.5
	Photocopy & distribute MPD agenda	0.5
	Print & distribute MPD agenda	1
	Printed MPD materials	1.5
Printing/Distribution MPD agenda	2.5	
ALMBERG-DIDEON, DANA Total		13
CARLSEN, VICTORIA	MPD Legislative matters	4
	MPD Legislative and tax matters	3
	(blank)	3.5
CARLSEN, VICTORIA Total		10.5
CARPENTIER, TIMOTHY	(blank)	6
CARPENTIER, TIMOTHY Total		6
CLINE, DAVID	(blank)	60
CLINE, DAVID Total		60
EATON, ROBERT	2hrs = FM / 5hrs = GA (ESPC-Liner, asbestos testing, specs review, etc.)	7
	75% Mech Plan Review	7
	Agenda packet info, ESP delivered to Board, working with DAHP and Commerce on Grant info	5
	Agenda Packet Prep	12
	Agenda Packet Prep = GA	9
	Agenda Prep	12
	Agenda Prep, contract research Allotment projects	9
	Agenda Review mtg and prep	3
	Alarm company called me at 9:00pm because alarm was set off, they said staff was on site but having issues setting alarm. I called the pool and talked to staff, gave them a new code and they still couldn't set the alarm so I told them to just lock the bu	4
	Asbestos testing, Agenda Packet Memo and Addendum revisions, contract questions for Allowances in the ESP. GA=9hrs	9
	Backwash and FM for 3hrs / Project Management for Allotment items	8
	beginning to answer TPAC questions.	1
	Board Meeting Prep, Facility Maintenance Worker Prep (starting tomorrow)	7
	Board Meeting, Board Meeting Prep	4
	Board Mtg Review, specs on the 5 allotment items	7
	Boiler and chlorine pump inspections = FM 1hr / Monthly Report Formatting = GA 1hr	2
	Boiler Failure, controller not working, called back to fix it. Was able to fix it.	4
	Boiler Work = FM 1.5hrs / Scheduling mtg with Orca for CIP product info = GA .5hrs	2
	Burglar alarm early in the morning, responded, inspected facility, relocked and alarmed.	4
	Burglar alarm in the early morning, responded, thoroughly inspected the facility, relocked and alarmed.	4
	Callback for boiler failure last week that did not get recorded on the timesheet last pay period.	4
	Callback for chemtrol not working. Was able to reset and reconfigure the settings.	4
	Chemical issues again, pH this time, chlorine yesterday.	4
	Chemical Issues at the Pool, chemtrol pump not feeding.	4
	Chemtrol adjusting,reseting settings and parameters, adjusting this unit to our system.	2
	Chlorine pump feeding issues = FM 3hrs	3
	Completed and submitted Working Papers for DOC contract info.	4
	Conference Call with McK Engineers for Add/Alts on the project. Working on specs and plans.	9
	Conference call with ORB, made copies for Amy, coordinated Roto Rooter to camera lines at pool.	4
	Construction Closure Prep	60.5
	Construction Closure Prep / Weekly Construction Mtg	16.5
	ESP Memo for agenda packet deadline, mtg prep	9
ESP Prep for agenda deadline, 20yr budget plan for MPD	9	
ESP work, mtg prep for ESP deadline mtg with McKinstry today.	7	
ESPC = GA3hrs	3	

ESPC Budget = GA 1.5hrs	1.5
ESPC follow-up and PSE Conservation Grant Agreement for pool cover	1
ESPC Kick-off Mtg and mtg prep. Worked on CIP list too for the ESCO. GA = 7hrs	7
ESPC work in prep for June MPD Board Mtg	15
ESPC, meeting contractors/engineers, coordinating ADA project, 5 allotment items work.	9
Facility Inspection	1
Final prep before 3 week vacation = FM	2
Fire Alarm issue and boiler failure. (two separate visits to the pool within the 4hrs). This callback actually happened on January 29th but the timesheet had already been submitted.	4
Fixed exterior door with Blaine that would not lock = FM 2hrs / MPD Budget review and adjustments in relation to the CIP/ESPC funding. = GA 3hrs	5
FM	1
FM - 1.5hrs Making a to do list for Blaine / GA = 2hrs ESPC Board Prep	3.5
FM - Working with and Training Blaine (supplies run too)	3
FM = 1.25 Chemical issues, contacted Orkin for bug issue in lobby / GA = 5hrs Toured the Madison Pool in north Seattle and did equipment research	6.25
FM = 1.25hrs Chemtrol issues and Bi-annual Boiler Inspection / GA = 2.75hrs Met with ORB Architects and prepped for the meeting	4
FM = 1.5 testing and inspecting boiler and prepping system for the long weekend closure.	1.5
FM = 1.5hrs Chemical Feeder Issues / GA = 3hrs ROM Revisions	4.5
FM = 1.5hrs Chemtrol Issues / GA = 1.5hrs ESPC CIP and Consultant Research	3
FM = 1.5hrs meeting with Blaine / GA = 7.5hrs meeting with TPAC, working on solar info for Friday June 8th Solar Packet deadline as requested by the Board.	9
FM = 1.5hrs new chlorine pump installed / GA = 7.5hrs worked on locker room layout options and the %22Pool Scope of Services%22	9
FM = 1.5hrs work with Blaine / GA = 3hrs ROM Review and make comments	4.5
FM = 1hr / GA = 1.5hrs Pool Consultant Research	2.5
FM = 1hr meeting with Blaine / Agenda Packet Prep for June 18th Mtg = GA 5hrs	6
FM = 1hr site inspection, washing machine inspection per staff request. / GA = .5 post TPAC mtg discussion.	1.5
FM = 1hr Work with Blaine GA = 2hrs Rom Revision,	3
FM = 2 pump inspection work. GA = 4hrs discussion with Rick on what is needed on next August MPD meeting before he leave on vacation. TPAC, reviewing TPAC minutes.	6
FM = 2.5 Working on Maintenance Calendar GA = 3.0 Re-prioritizing the CIP List	5.5
FM = 2hr prep for weekend and check in with Blaine after vacation	2
FM = 2hrs GA = 4hrs, CIP List	6
FM = 2hrs backwash site inspection / 6hrs = GA ESPC, specs, locker room plans review	8
FM = 2hrs Chemtrol issues / 1hr = GA, MPD ESPC work	3
FM = 2hrs Chemtrol issues / GA = 2hrs Consultant Research	4
FM = 2hrs pump down, was removed and taken to shop to be worked on by contractor.	2
FM = 2hrs weekend prep, chemtrol inspection and call to Orca for new one to be installed today.	3
FM = 2hrs work with Blaine / GA = 2hrs MPD Board Meeting Prep	4
FM = 2hrs, site inspection and minor maintenance / GA = 5hrs ROM Meeting with McKinstry and ORB prep for it. Equipment Research	7
FM = 4.5 Backwash Training with Blaine and other misc maintenance (granger order)	4.5
FM = 4hrs, Backwash and Blaine Training	4
FM=1.5hrs GA=4.5hrs ESPC	6
FM=1.5hrs getting supplies GA=5.5hrs ESPC	7
FM=1hr chemtrol issues / GA=6hrs Agenda prep	7
FM=1hr troubleshooting chemtrol and assisting Blaine on benches.	1
FM=2.5hrs worked with Blaine on Chemtrol issues, changing out parts / GA=1hr scheduling and planning the design meeting with McK and DES for future date.	3.5
FM=2hrs / GA=7hrs ESPC (meeting with Dave Clark about Enclosure and Add-on Options).	9
FM=2hrs Backwash / GA=4hrs 75% Mechanical Plan review for ESP	6
FM=2hrs Boiler gas valve repair / GA=5hrs Agenda prep (memos)	7
FM=2hrs pool water level had overflowed by something stuck in the cutter return line. Drained water and fixed problem.	2
FM=3hrs Chemtrol issues	3
FM=3hrs leaking shower and boiler gas valve issue / GA=2hrs Agenda prep memos and attachments	5
FM=3hrs ran new chlorine lines / GA=1.5 50% Design meeting with McKinstry	4.5
FM=3hrs shower leak, site inspection, chemtrol pump issues / GA=1hr scheduling meetings	4

GA - CIP	2
GA - Working on Forms for Blaine and ESPC stuff	2
GA - Working on yearly calendar for MPD	2
GA = 1 (MPD Board Meeting Prep) FM = 2.5 (backwash)	3.5
GA = 1.5hrs Met with Aaron, Orca Consultant.	1.5
GA = 1hr FM = 5hrs Chemtrol issues, extremely high heat in Nat., fire alarm issues (trouble alarm).	6
GA = 1hr mtg with Peggy and Craig for Financing options and timeline for the pool project. FM = 4hrs, pump re-installed, working on water quality and levels to re-open pool.	5
GA = 3.5hrs Mtg with Craig on Financing and Agenda Prep for Aug Board Mtg	3.5
GA = 3hrs reviewing FIM notes, equipment research, seeking specs form other pools.	3
GA = 4hrs Revising the 70% ROM post MPD mtg, Board direction. Debriefing with McKinstry on this.	4
GA = 6.75 Equipment Research (guard chair, lockers, chair lift, etc.)	6.75
GA = 6hrs Made comments on all ROM FIM notes for McKinstry and ORB. worked on the Parks and Rec Scope of Services for the pool.	6
GA = 6hrs Prepped for, attended and cleaned up the MPDs of WA Meeting at TCC	6
GA = 9hrs (Writing Agenda Memos, agenda packet prep)	9
GA = Consultant Agreement with Pacific Rim, Fine tuning the agenda packet for June 18th Meeting.	3
GA = Rom Meeting and Review 3.5hrs / FM = Worked with Blaine 3hrs	6.5
GA=2hrs Met with Pacific Rim about Asbestos Testing	2
GA=6hrs AGENDA Deadline for MPD Board Meeting, 70% ROM, memo, attachments, etc.	6
GA=6hrs ESPC, product research	6
GA=8hrs 70% ROM Review Meeting with McKinstry and ORB. Reviewing ROM and beginning to modify the scope.	8
GA=8hrs ESPC	8
GA=9hrs 70% ROM Review in prep for agenda deadline tomorrow. Tweaking spreadsheet by modifying scopes to lessen the overall project cost.	9
Intruder alarm at 6:00pm so the alarm company called me. I went in to investigate and make sure no one was in the building or pool. I conducted a very thorough walkthrough of all areas to ensure no one was in the facility and found no one so I secured t	4
Low chlorine issue at pool, installed some new tubing on the chlorine feed lines.	4
Meeting contractors, project management for allotment items	7
Meeting with Blaine for Orientation/Training and prepping stuff for him.	3
Met with contractor, plan review, product research and project management.	9
MPD Agenda Deadline	4
MPD Agenda Packet	9
MPD Agenda Packet info	7
MPD Board Meeting and Meeting prep	4
MPD Board Meeting and prep (ESPC ROM update to the Board)	2.5
MPD Board meeting prep and meeting.	9
MPD Board Mtg Prep	4
MPD Financing options meeting with Craig and McKinstry	1
MPD mtg and prep	8
Mtg with McKinstry on ESPC Budget = GA 1.25hrs / Plumbing work, picked up supplies, and chlorine pump issues = FM 6hrs	7.25
Mtg with Verna, Puki, Bryan, and Rick about Solar Thermal and worked on the Friday June 8th Solar Info packet for the Board as requested.	2
Multiple (5) phone calls at home about the fire alarm trouble alarms at the pool.	0.5
Plan Review and weekly construction meeting with McKinstry	9
Plan review mtgs with Puki, McK & ORB, contractors, surveyor = 8hrs FM = 1hr backwash	9
Plans Review	18
Pool air cold and chemical balance issues (problem with the chemtrol)	1.5
Pool Water Heat Pump not operating so I was called in to fix. Was able to reset it and the boiler and pump kicked on and began heating the pool water again.	4
Poseidon Mtg, Orca Mtg = GA 3hrs	3
Project Management (Allotment items) and Agenda Prep	9
Reset and recalibrate the chemtrol unit.	1
Reviewing Product Submittals	9
ROM Review = GA = 4hrs	3
Roto Rooter camera'd the pool inlet lines.	2
Solar research, worked on modifying scope of the project to fit budget restrictions.	4

	Spent 1.5hrs on the phone throughout the day on numerous calls on my flexday off working with staff and the contractor who was working on the boiler to repair the high fire switch locking out issue. This happened on Monday January 30 but the timesheet h	1.5
	Stopped by pool to inspect chemtrol and adjust settings since the pool was closed Sunday and Monday and there was no one there to keep tabs on the water quality.	1
	TPAC and Agenda Packet Prep	6
	TPAC Meeting and Agenda Packet Prep = GA	8
	TPAC, Plan Review, met with landscape architect for Allotment Project	9
	Training Blaine	1
	Training Blaine - Backwashing and other stuff	5
	Water Meter changed out by Water District #125 today. Inspected it on training	1
	%22lunch%22 break.	
	Weekly Construction Meeting, project update, backwash (FM = 2hrs)	9
	Work on Solar info, mtg with Mck on solar = GA 4hrs	4
	Working on Solar, answering TPAC questions in prep for TPAC meeting tomorrow = GA = 5.5hrs	5.5
	Working on specs for the 5 allotment items of the project.	7
	Yr end statistical report and data loggers installed at pool - GA	4
	(blank)	15.5
EATON, ROBERT Total		838.75
FERRER-SANTA INES, JENNIFER	(blank)	79
FERRER-SANTA INES, JENNIFER Total		79
FRICKE, KAREN	MPD Payroll Processing	2
	(blank)	22
FRICKE, KAREN Total		24
GARDNER, STEPHANIE	Brochure development for Pool	6
	Contracted Services Research	8
	CPAC Meeting	6
	CPAC meeting minutes draft, agenda and correspondence	3
	CPAC Meeting Prep: Agenda, minutes, by-laws	3
	CPAC PREP	1
	MPD CPAC MEMO	8
	MPD Marketing/Brochure Info	5
	MPD meeting prep.	5
	MPD Memos	4
	painting party prep	4
	Painting Party Prep.	1
	Pooch Plunge Press Release	3
	Pool Brochure	4
	Pool Lobby	8
	pool policy manual	14
	stakeholders meeting @ pool	2
	TPAC Meeting	2
	TPAC Meeting and follow up (OPMA)	2
	TPAC Meeting Prep	2
	TPAC Memo Prep. for MPD Meeting	1
	TPAC Prep.	1
	Website Coordination	1
	(blank)	22
GARDNER, STEPHANIE Total		116
HART, MELISSA	Additional time due to length of MPD meeting.	0.5
	AEI Consulting agreement - receive, route and establish timelines	0.75
	Assemble MPD agenda materials and make edits to informational memos. Extensive communication with staff on this agenda.	2.5
	Assist with reviewing and assembling MPD packet materials (confusing agenda item)	1
	complete minutes from MPD meeting, copy and distribute signed contracts	1
	convert audio for inclusion into City's Digital Records Center; finalize meeting minutes	2
	Finalize minutes from 11/19 meeting, incorporate edits from Board Attorney, distribute to City staff and Board members.	2.5
	Finalized minutes from April 9th Meeting and forward to City Clerk for edits	3.5
	MPD - Assistance with agenda preparation	1
	MPD agenda review	0.5
	MPD agenda review for the March 12 meeting, assist with agenda prep.	0.75
	Participate in MPD agenda review; update 2012 agendas with the long term agenda topics	1
	Participate in agenda review, and review draft script for April 9th meeting	0.5
	Prepare and send draft MPD minutes to staff	1.5
	prepare minute template and staff the MPD meeting	1.5
	Prepare minute template, review proposed legislative changes with Board Attorney and Staff	2
	MPD Board Meeting	

	Prepare minute template, staff MPD meeting, sort audio and convert to windows media format for inclusion into the Digital Records Center and begin minute transcription.	3
	Prepare MPD minute template and email link to the MPD Attorney	1
	prepare minute template, staff MPD meeting, acquire signatures for legislation, vouchers and agreements	2
	Research OPMA information for Parks Secretary, provide guidance on creating a special meeting process for TPAC, compose and email the first TPAC special meeting notice for Parks Secretary.	2
	Review 8/20 MPD Agenda, contact staff and begin gathering agenda items. Review and edit materials.	1
	Review agenda materials make edits and assemble agenda packet.	2.5
	Review and compile MPD agenda materials, edit staff memos and verify attachments	2.5
	Staff the MPD meeting	1.25
	(blank)	10
HART, MELISSA Total		47.75
JABER, SUSAN	(blank)	5
JABER, SUSAN Total		5
JAEGER, BRIAN	Leaves	4
	Line trim, spread chips,blow parking lot-Touch a Truck prep. work	6
	mow and pressure wash	2
	mow etc....	2
	mow,line trim,weed and blow	2
	mow,trim and weed	2
	mow/landscaping	1.5
	mowing, weeding,blowing	2
	mowing,weeding,blowing	2
	sign and leaves	3
	(blank)	4
JAEGER, BRIAN Total		30.5
JUE, LILY	(blank)	37.5
JUE, LILY Total		37.5
KIRBY, SCOTT	Creating new wordpress website for tukwilapool.org	4
	Updates to tukwilapool.org	7
	(blank)	3
KIRBY, SCOTT Total		14
LAFLEUR, BRENDA	(blank)	15
LAFLEUR, BRENDA Total		15
LE, BAO-TRAN	Collaborate with City Clerk and Database Administrator on creation of TPAC template field on the imaging system; digitize and index ( 29 ) TPAC minutes/agendas for 2012	2
	Complete compiling of MPD packet; sent link to MPD distribution group	0.5
	Digitize 2 public notices	0.25
	Digitize 3 contracts	0.25
	Digitize and generate searchable text of cancelled agenda	0.25
	Digitize and index minutes, resolution, amended res cover page, and audio recording. Log res on res database. Create MPD cover page for amended/repealed resolutions.	0.5
	Digitize audio and minutes	0.25
	Digitize audio of meeting, minutes & Res 14	0.25
	Digitize contract & notice	0.25
	Digitize draft agenda	1.25
	Digitize draft agenda packet	0.75
	Digitize minutes and audio of meeting	0.25
	Digitize minutes and audio recording of meeting	0.25
	Digitize minutes, contract, and audio of meeting	0.25
	Digitize MRSC & State Auditor correspondence regarding Res 6 & 7 Budget; copy and file	0.25
	Digitize Res 13; log Res 13 & 14 on database	0.25
	Enlarge and print 20 color MPD attachments; import, snapshot & OCR revised attachment; reprint 20 copies of revised page	0.5
	Full compilation of agenda packet; digitize and index packet; email links to registered users and all staff	1.75
	Full compilation of draft agenda packet; digitize packet and contract	1
	Full electronic compilation of agenda packet materials with last minute changes; enhance images; email link to staff & MPD public group	2
	Full electronic compilation of agenda packet materials, clean up images, and page numbering to send an electronic file directly to the copier for printing; digitize agenda; email agenda packet link to MPD committee	0.5
	Full electronic compilation of agenda packet materials, enhance images, and page numbering to send an electronic file directly to the copier for printing; digitize agenda; email agenda packet link to MPD committee	1

	Full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to City Clerk. Post notice of meeting process change	1.25
	Full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and citizens who signed up to receive them	0.75
	Full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and MPD citizens	1.25
	Full electronic compilation of agenda packet materials, enhance images. Print & distribute packets.	2
	Post audio recording of meeting, minutes, Res 12, cover page for amended Res 1; additional 1 hr is for 6/15 - rescan/enhance and full compilation of agenda packet due to multiple changes	2
	Rescan agenda due to multiple changes; troubleshoot Powerpoint attachment; digitize special meeting notice	1
	Rescan packet due to multiple changes; full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and citizens who signed up to receive them	1
	Scan agenda packet materials; clean up images	0.5
	Scan and digitize 1 resolution and 1 minutes; enhance scanned images; add Res #10 to database; post audio recording of meeting	0.25
	Scan contract and minutes, and enhance images; post audio of meeting	0.25
	Scan draft agenda	0.25
	Scan draft agenda; email link for review	0.5
	Scan minutes and resolution; enhance images; and create resolution database	1
	Scan MPD draft packet	0.25
	Scan powerpoint attachment; full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and citizens who signed up to receive them	1
	Scan revised documents; enhance images; rotate & resize large documents to minimize the load time and visual quality; review source document and fix pages that had text error due to pdf application error	2
	Snapshot agenda; scan contract amendment; enhance images	0.25
LE, BAO-TRAN Total		30
MARCUM, MICHAEL	9:30am to 10:00pm, replaced bad Monitor for Amy Kindell (blank)	0.5
		2
MARCUM, MICHAEL Total		2.5
MCCARTHY, PEGGY	bond financing interlocal agreement	2
	conference call with TELP	2
	MPD meeting, financing conference call, budget review, discussion	4
	tax levy, bonding interlocal	2
	Meeting prep, attendance & followup	25.5
	Budget, financials	26
	capital financing, ILA	40
MCCARTHY, PEGGY Total		101.5
O'FLAHERTY, CHRISTY	Agenda Review for MPD; changes to Info Memos for David before review; and changes to memos after review and input from Rick	1
	Compose email to Council, MPD mailing list, citizen regarding April 9 process change for meetings	0.5
	Finalize MPD agenda; conduct agenda review with staff and Board President	0.75
	Meeting with City Admin and staff regarding upcoming 1/9 meeting; prepare and distribute draft agenda based on meeting discussion	2
	Meeting with City Administrator, Finance & Parks Director and Council staff regarding draft MPD agenda; distribute draft to staff after meeting	0.5
	MPD - Distribute draft 6/11/12 agenda; receipt of additional items from staff; review resolution changing meeting day/time for inclusion in packet	0.5
	MPD - Minute composition/distribution	4
	MPD - Review agendas for the year and distribute notice for upcoming agenda	0.25
	MPD - Review draft agenda; distribute to staff for needed documents	0.25
	MPD - Staffing at meeting and processing of finalized minutes and legislation	1
	MPD - Staffing at MPD meeting	2
	MPD - Update all draft agendas thru 2012 with CONSENT AGENDA items and REPORTS a	0.5
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	MPD packet preparation; distribute draft agenda; review/edit memos, documentation; communication with staff; PDF packet and transmit to Board President	1.5
	MPD: Addition of new item for capital financing; research prior Board discussions; edit Info Memo with additional language, updated figures, add attachments; collaboration with Parks and Finance staff	2
	MPD: Agenda compilation, review and edits	1.5



MPD: Compile electronic documents; edit Info Memos and information; finalize and send link to Board President	1
MPD: Compose minutes from complex / lengthy meeting	8
MPD: Composition of minutes from complex 2 hour meeting	5.5
MPD: Composition of minutes from meeting; distribute	4.5
MPD: Conduct Agenda review with Board President and staff	0.5
MPD: Conduct agenda review; create Special Meeting Notice and send to newspaper and staff for distribution; back and forth communication seeking TPAC Chairperson report that was provided 1 days after the deadline	1
MPD: Creation of Special Meeting notice and distribute to Newspaper and staff; Conduct MPD Agenda Review	1
MPD: Discussion with P&R Director regarding upcoming agendas from 2012-2014; make changes to my documents to coincide with work plan	1
MPD: Distribute draft agenda to staff with timelines; prepare Info Memo for legal services to go in packet; talk with Asst City Atty	0.5
MPD: Distribute draft agenda with timelines; also send items to Board President	0.5
MPD: Final review of Agenda; conduct agenda review	0.5
MPD: Final review of minutes; distribute to All-Users; make corrections and distribute to Board	1
MPD: Minute Composition for 2.5 hour MPD meeting; distribute; edit; transmit to Council	5
MPD: Receipt of 8 emails with 12 attachments to review, print and compile for agenda packet; complete agenda front sheet; distribute to Board President	2
MPD: Receipt of multiple emails with attachments to be reviewed/edited for compiling MPD agenda packet; multiple conversations and emails with Parks and Finance staff; create working copy of agenda front sheet and motions	2
MPD: Receipt of various emails and attachments from Parks and Rec to print and compile for agenda; review; and compose agenda front sheet	1.5
MPD: Review and Finalize packet; conduct agenda review	1
MPD: Review and send out tentative agenda; contract for renewal for Lisa Marshall	0.5
MPD: Review Draft 1/22 Agenda; email correspondence to Board Atty, Parks Director and City Admin. regarding amendment of Resolution #1 and options	0.5
MPD: Review legislation for MPD budget and review and comment to Finance on draft public hearing notice; publish notice	1
MPD: Review task list from City Clerk team members; compile of list of support functions provided to the MPD by the Clerk's Office for Parks Director	1
MPD: Send out lengthy MPD agenda to get an early start due to budget and bonding items	0.5
MPD: Staff meeting	2
MPD: Staff meeting; clean-up Council Chambers; transfer audio to network; distribute documents after the meeting	3.5
MPD: Staffing at MPD Board Meeting	1.75
MPD: Talk with Board President Seal regarding Resolution regarding %22annual%22 election of officers; compose language to full Board regarding same	0.25
MPD: Compilation of 2/13/12 Agenda Packet; review/edit memos as needed; email communication with staff; crafting of motions; link to Board President and City Administrator	1.75
MPD: Compile large agenda; talk with staff & City Atty about special start time; compose legal notice for 5:30 start time	2.5
MPD: Complete compilation of agenda packet and add new additions to agenda and special meeting notice; transmit special meeting notice; communication to Board Attorney	1.5
MPD: Distribute draft agenda to staff; send updated Info templates to staff; Review CAC resolution; talk with Rick about term numbers/termination date, other items on agenda; email Verna for confirmation; amend agenda front sheet	1.5
MPD: Email and phone communication with Board Atty about agenda items and upcoming year-end budget business as it relates to tax levy; multiple changes to MPD agenda documentation; conduct agenda review	1.5
MPD: Extensive agenda requiring compilation and review; crafting of motions; communication with staff and distribution to Board President and others	2
MPD: Preparation of the agenda items; communication with Board Atty, Parks Director, City Administrator	1
MPD: Prepare revised agenda, talk with Parks Director regarding status of items; contact Board President; prepare meeting notice cancellation	1
MPD: Review and distribute draft agenda and add changes; communication with Finance staff regarding MPD year-end budget business and email to Board Attorney to verify next steps	0.5
PR: Gengler - Review request; correspondence to staff and City Attorney's Office regarding next steps	0.5
Review/edit MPD minutes; review issue regarding amending resolution #8	0.5

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O'FLAHERTY, CHRISTY Total		84
SAXTON, BARBARA	Agenda face sheet for 10-15-12 MPD meeting	0.5
	Agenda face sheet for 11-19-12 MPD meeting	0.5
	Agenda face sheet for 6-18-12 MPD meeting.	0.5
	Agenda for 1-9-12 mtg	0.5
	Agenda for 2-13-12 MPD meeting	0.5
	Agenda for 3-12-12 MPD mtg.	0.25
	Agenda for 8-20-12 mtg (last week) and proof 8-20-12 mtg mins.	1
	Agenda sheet for 9-17-12 MPD meeting.	0.5
	Compile info re City Clerk's Office duties performed in support of MPD	1
	Create a draft resolution to change name of Pool Cmte	0.5
	Create resolution to change MPD meeting day and time.	0.5
	Finish compilation of info on City Clerk's Office duties in support of MPD	1
	Preparation of agenda face sheet for 4-9-12 MPD meeting	0.5
	Prepared agenda face sheet for 12-17-12 MPD agenda packet.	0.5
	Produce agenda face sheet for 5-14-12 MPD meeting.	0.5
	Proof 10-15-12 MPD meeting minutes.	0.5
	Proof 2-13-12 MPD meeting minutes	0.5
	Proof 9-17-12 MPD meeting minutes	0.5
	Proof/edit 11-19-12 MPD meeting minutes.	0.5
	Proof/edit minutes from 12-17-12 MPD meeting	0.5
	Proofing of 6-18-12 meeting minutes.	0.25
	Resolution - Levying general taxes for FY 2013	0.5
	Resolution adopting MPD budget for 2013.	0.5
	Resolution-Change Fund for Pool	0.5
	Review of MPD agenda packet prior to printing (due to Dana's absence).	0.5
	Revise Pool Advisory Cmte resolution for annual election, including composition of title and whereas clauses	0.5
	Revision (additional item) to 10-15-12 MPD agenda face sheet	0.25
SAXTON, BARBARA Total		14.25
STILL, RICK	MPD Memos	14
	(blank)	10
	MPD project list & solar	2
	MPD Solar - long term agenda plan	4
	MPD McKinstry meeting PPT, project costs; RE project list	3
	solar VS DP BN RE special meeting, follow up, memo preliminary drafts	8
	MPD memos and attachments	12
	TPAC & MPD memos and attachments	7
	MPD packet review and modifications, color copies & Agenda Review	5
	MPD: meeting prep; meeting 8-9 pm	4
	WA-DES and PacRim notice to proceed, pool marketing	1.5
	MPD minutes, project coord McKinstry	1
	MPD Design meeting prep & grant application	4
	MPD Design Only kick with consultants, staff and VZ & VV	2
	MPD financing PM, CZ, RE; grant update, esp	2
	MPD TPAC meeting, agenda items	3
	TPAC VS, BN, DC roles	2
	Staff 90% plan review	2
	Plan review w-McKinstry	6
	TPAC	1.5
	MPD agenda review and adjustments	2
	MPD Discussion points - direction to TPAC	6
	MPD subcontractor review McK, DES	1
	MPD submittal review	1
	MPD construction meeting; CO discussion	1
	MPD TPAC responses to executive session	1
	MPD RE-plan comments follow up, grant/loan; 20yr numbers & TPAC back up info	2
	MPD presentations prep & meeting 7:30-10	4
	MPD meeting follow up, TPAC direction, agenda plan for Oct.	2
	MPD agenda, long term plan, minutes CO.	2
	MPD ADA design, board meeting follow up AK, RE	3
	MPD TPAC breakdown fees	1
	MPD budget breakdown & 20yr plan	1
	MPD RE-plans review, McKinstry & ORB plans review, discussion & direction	2
	MPD CPAC packets prep & review, questions; VS-interviews 6:30-9 pm	4
	Esco response letters	1
	MPD CPAC interview w-VS 9-12	0
	MPD research, memos	4
	1/4ly #s & memo, 3-9 pm	3
	1/3 yr end PPT, memo redraft, CPAC memo	4

MPD meeting, prep, packet supplement per VS; meeting 6-7pm	2
MPD Agenda Review CO KM DC VS; construction meeting w-ESCO	2
MPD Board meeting, meeting prep, submittal review	4
MPD: pre agenda plan & tasks .5; budget worksheet 2.5	3
TPAC prep and meeting	2
MPD-TPAC	1.5
MPD pre-Agenda packet, calendar	3
MPD agenda memos - RE, AK, SG back up and memo drafts	3
MPD 20-yr & 5-yr, budget corrections and memo	6
MPD Agenda memos, conf call LM & DC governance/contracting; Pre-bid with ESCO & subs	7
MPD long term agenda, meeting agenda items, start 6:30	3
TPAC; long term agenda finalized	2
MPD Board prep & meeting	2.5
MPD long term agenda updated; add ballot potential; outline dec agenda memos	3
MPD prep and meeting until 10:30pm	5
Post meeting follow up - pse, ESP, contracts	3
AK discussion pool operations	1
MPD memos and plan for August/Sept	2
Marketing, CIP finance	2
AK marketing, operations and planning	1
August Agenda	4
MPD August Agenda	10
MPD agenda preliminary draft memos	2
ORCA meeting review pool cip, legislative support letter for energy grants, MPD statewide ge	4
MPD memos, PPT, prep for consultant interview	3
MPD PPT revisions and discussion sheet; ORB interview	3
MPD agenda review, memo revisions	1.5
ROM review McKinstry	1.5
MPD CPAC meeting, prep and meeting, SG discussion 7:30-10	0
MPD meeting 6-7pm	1
MPD statewide agenda and prep	1
MPD DC, PM, CO pre-agenda, long term agenda, ESCO memo	4
MPD memos & attachments: ESCO, Long-Term Agenda, staff report CPAC update	6
VS, DC, CO, MH Agenda Review; follow up	2
DC committee liaison, pool background, stp meetings	2
7:30am DP, VZ, DC discuss pool issues and MPD agenda, meeting prep, 6-7pm meeting	4
MPD Board meeting prep and presentations til 9:30pm	3
MN, AK Esco Cate, CLASS, 1/4ly rpt, CPAC; app review VS schedule	2
PM amendment comments, RE ESCO update	1
Long Term agenda plan	2
MPD Long Term agenda spreadsheet [7am to 10pm]	4
MPD draft agenda prep then discussion w-CO, PM; Long term agenda spread sheet cont.	6
MPD bond ILA review, budget review w-CZ	1.5
MPD tpac prep & meeting; ILA draft review; OPMA ?s w-LM;	3
MPD construction meeting, pool walk, submittal review; roof ADA contractors question; PW p	3
PD R Mitchell - FGL car break-ins plan of action	1
MPD draft memos fees, capital & staff; revise budget ILA memos attachments; tpac LM opma	6
MPD memos & attachments, then revised - capital, fee & staff; VC, CO, MH, CZ and SG [4:30	7
MPD construction meeting	1
MPD memos and packet finalized	5
MPD agenda review; follow up w-Clerks	1
MPD cip budget RE	1
MPD w-ESCO budget and funding	2
MPD Draft Agenda	1
MPD pre agenda meeting	1
review ESCO preliminary info	1
CPAC response re 1st MPDs in state, Legal at meetings research, ROM update w-state, mck	5
Madison pool tour	3.5
MPDs in the state first meeting	5
7:30-9:30 CPAC meeting	0
MPD pre agenda	1
MPD Agenda memos 11am-2pm	0
MPD RS ESPC Review; AK 1/4 report, TPAC follow up	2
Pre ESP final w/RE, McKinstry & WADES	2
MPD pre agenda meeting PM	1
MPD questions and emails	4
MPD 20-year plan; ESCO projects	6
MPD Concepts addition/enclosure & roof cost w/DC RE	1.5
TPAC 7-8:30a; Financing CZ RE; 20-Yr plan; ESP prelim 3-5:30	8
20-yr plan with financing options CZ, ESP impacts new agenda impact to VS, DC,	5
4:45am Mt Rainier pool cover observation; web site review SG; Capital list, ESP, Memos 6am	6

	7:30-5:30 ESP, Capital list, memos	8
	6a-12:30p qtr report, capital, 20-yr plan, ESP and Staff report memos finalized	6
	ESP review-presentation plan w/Matt RE; deliver to CO	1
	Meeting prep; MPD Board 5:30-7	3
	TPAC questions	2
	MPD follow up C/A report	2
STILL, RICK Total		370.5
TAKECHI, RICHARD	(blank)	4
TAKECHI, RICHARD Total		4
ZELLERHOFF, CRAIG	1st Qtr MPD Financial Statement	1
	2nd Qtr Financial Stmt and Memo	1.5
	9:30am - 9:15pm MPD Meeting	2.25
	Bond Information request	1
	McKinstry-MPD Financing	1
	MPD - TPAC Meeting	2
	MPD 1st Qtr Financials	1
	MPD 2011 Statement	0.5
	MPD 3rd Qtr Financials	1
	MPD Bond Info Request - Seattle Securities/Project Codes	3
	MPD Bonding/Budget	0.5
	MPD Bonds - Moodys	1
	MPD Budget	4.5
	MPD Budget/Construction Financing	4
	MPD Budget/Financing/Admin Services discussion	1
	MPD CAFR Review	4
	MPD Construction Financing	1
	MPD Financial Statement	3.5
	MPD Financials	0.5
	MPD Financials/Construction Financing	1
	MPD Financing	3
	MPD Financing Meeting with McKinstry	1
	MPD Financing Options for Pool Improvements	2
	MPD Info Memos for Interlocal Agreement/Budget	6
	MPD Meeting - Budget/Financing	1
	MPD PA Accounting Setup	0.5
	MPD Statement	1
	(blank)	2.5
ZELLERHOFF, CRAIG Total		52.25
Grand Total		1967