

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*
De'Sean Quinn, *Clerk of the Board*

Board Members: ▶ Joe Duffie ▶ Dennis Robertson
▶ Allan Ekberg
▶ Kathy Hougardy ▶ Kate Kruller

Monday, May 20, 2013, 8:00 PM
Tukwila City Hall Council Chambers

Resolution #15

1. CALL TO ORDER

2. SPECIAL PRESENTATION	Presentation of check for the scholarship fund from Sustain Tukwila Pool (STP) community members.	Pg.1
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3. CITIZEN COMMENTS

4. CONSENT AGENDA	a. Approval of minutes: 4/15/13 b. Approval of vouchers.	
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5. BUSINESS ITEMS	a. A motion to adopt the vision and goals for the Metropolitan Park District as outlined in the May 15, 2013 Informational Memorandum in the agenda packet, and to move forward with implementation of the goals. b. A motion to adopt the revised long-term agenda (as outlined in the agenda packet). c. A motion endorsing the sub-award agreement between Seattle Children's Hospital and the City of Tukwila for the Community Transformation grant, in the amount of \$48,000.00. <i>Grant will be used to support universal swimming opportunities and overcoming barriers to participation in aquatic recreation opportunities.</i>	Pg.5 Pg.9 Pg.13
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6. REPORTS	a. Commissioners: b. Staff: <ul style="list-style-type: none">• Capital Improvement Program status• Operational issues• 2013 1st Quarter report—program and financial, support services• Short-term agenda review c. Tukwila Pool Advisory Committee: <ul style="list-style-type: none">• Agenda and minutes• Chairperson report d. Next meeting is June 17, 2013.	Pg.57 Pg.73
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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). This notice is available at www.tukwilawa.gov, and in alternate formats with advance notice for those with disabilities.

Tukwila Metropolitan Park District Board meetings are audio/video taped.

MEMO

Date: 05/13/13

To: Metropolitan Park District Commissioners

CC: Malcolm Nealy, Tukwila Pool, Amy Kindell, Tukwila Pool, Rick Still, Director, City of Tukwila Parks & Recreation, David Cline, Administrator, City of Tukwila

From: Sustain Tukwila Pool (STP)

WALK THE PLANK EVENT**BACKGROUND:**

Sustain Tukwila Pool was formed in May of 2011 by a group of citizens dedicated to keeping a pool as a community resource available in Tukwila. During the planning of the Tukwila Pool Grand Re-Opening, it was requested that STP organize a fund raising event. STP members were excited to have an opportunity to raise funds at the April 20 event and decided that proceeds would be donated to the newly formed Tukwila Pool Metropolitan Park District's Scholarship Fund. A fund for which they strongly advocated.

SUMMARY OF WALK THE PLANK EVENT:

Organization

In early March, committee members quickly began preliminary research and planning into a dunk tank idea, where the Commissioners and other prominent community leaders would volunteer to be dunked. Although there was much excitement surrounding this idea, the committee decided to change direction in late March for a couple of reasons. First, STP members discovered, by chance, that there was a major regional event being held at Foster High School the same day and estimated foot traffic needed to generate the amount of revenue to support a dunk tank would be inadequate. Second, the third party operator of the pool had some logistical issues with the dunk tank.

By early April, STP members had completed planning of a Walk the Plank Event and secured 6 of the MPD Commissioners and the City of Tukwila Mayor to participate. It was decided tickets would be sold for \$1 per vote and tickets would be placed in the corresponding Commissioner's/Mayor's jar. At 12:00pm the participant with the largest number of tickets/votes in their jar would Walk the Plank (diving board). A twist was added whereby a participant could be "saved" by having the total amount of dollars in their jar matched. The third party operator was more comfortable with this event and STP member Jeri Frangello Anderson kept them updated throughout the organization and worked through logistics and details as issues arose.

STP members used various outlets for marketing, including the Tukwila Reporter, City of Tukwila Council meetings, Metropolitan Park District meetings, Council Chat, local businesses, online community pages, and word of mouth. Posters were produced and placed at the pool and local businesses prior to the event to encourage presales. Two additional pirates were secured for the day of the event to solicit and increase donations. A goal of \$500 was set.

Event

Members manned a table on the pool deck prior to the official proceedings commencing and witnessed a frenzy of activity and generous community members wishing to donate and cast their vote. After the pool demonstrations concluded, Pirate Wench Jacque started encouraging the crowd with a last call for donations before the final results were revealed. Commissioner Ekberg was the participant with the most votes and had to walk the plank. In wonderful spirit he cannonballed into the pool and, as an added bonus to attendees, the rest of the Commissioners joined him. The STP committee members quickly ushered everyone out of the building as the third party operator had requested the building be cleared by 12:15 to set up for April Pool's Day events.

CONCLUSION:

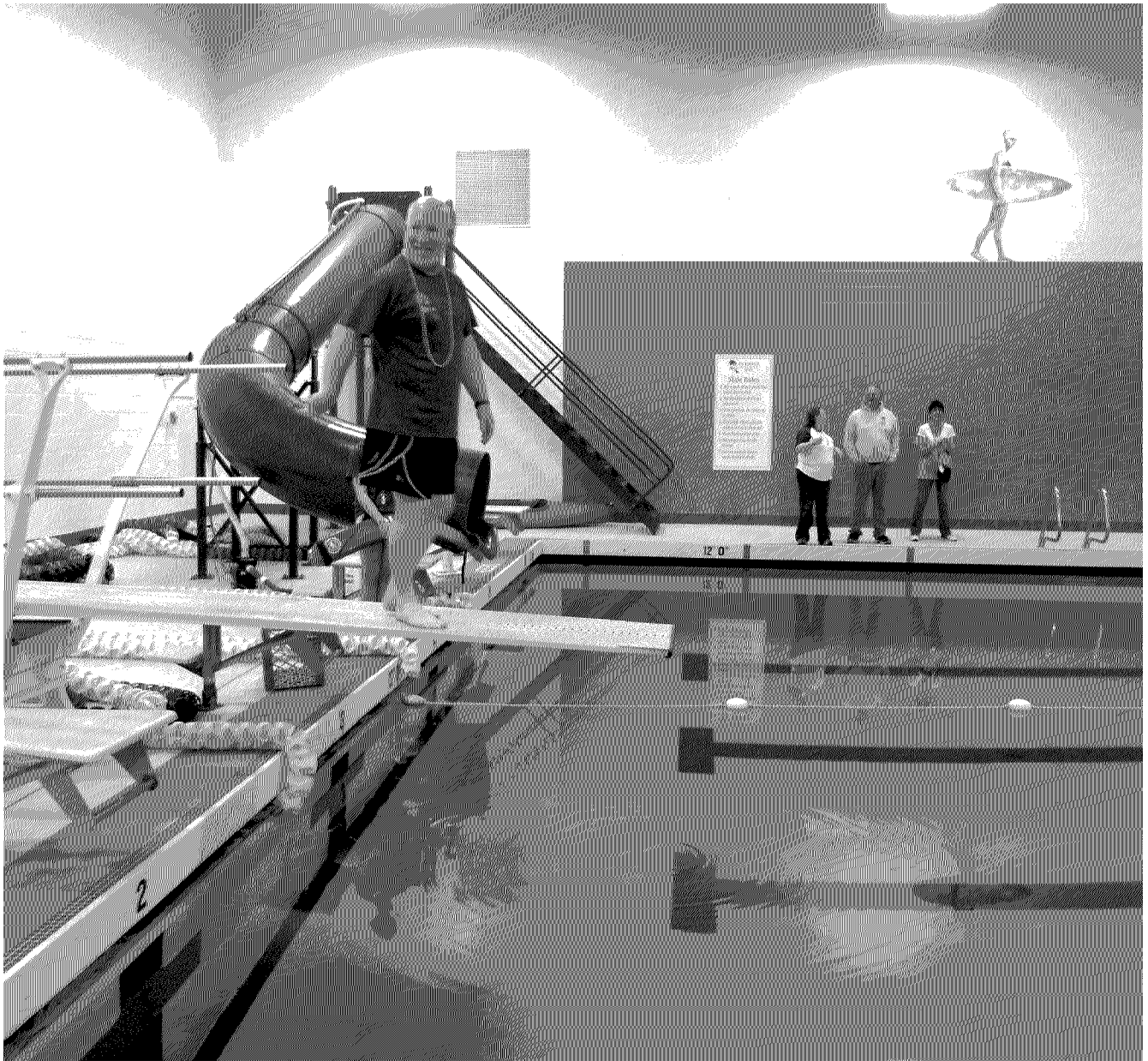
Sustain Tukwila Pool Committee raised \$1,042 for the Tukwila Pool Metropolitan Park District's Scholarship Fund. Members were delighted they far exceeded their goal and grateful for the outstanding response from the community for such an important cause. The Sustain Tukwila Pool Group remains committed to preserving a pool in Tukwila as a community resource for generations to come. Further information can be obtained by contacting **Jacque Carroll**, Communications Officer for STP russellbradley@comcast.net.



(Photos from Grand Re-Opening, April 20)



(Photos from Grand Re-Opening, April 20)




(Photos from Grand Re-Opening, April 20)

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Vision and Goals

ISSUE

Adopt MPD Vision and Goals

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Board discussed a vision and goals at the March 30, 2013 Board Retreat, and again at the April 15, 2013 MPD Board meeting. The adoption of the vision and goals was postponed to the May 20, 2013 meeting to ensure all Board members could provide input. This memorandum captures the essence of the discussions.

DISCUSSION

A healthy discussion about the vision at the Board retreat occurred and consensus existed as follows:

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Many items discussed during vision brainstorming applied to the goals development discussion. The following goals were captured and consensus existed as follows:

The overarching goal was to provide the best run municipal aquatics program in the state.

Goals:

- A. To operate a financially self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs
- F. To provide annual performance reporting to the community.
- G. To continue to review governance.

Attachment A is a summary of the vision and goals along with supporting objectives from the MPD Board retreat for your reference.

At the April 15th Board meeting, there was discussion to change the order of the philosophical statements that may better reflect the intent of the Board's discussions and hierarchy of statements.

Mission: To provide the best run municipal aquatics program in the state

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

- A. To operate a financially self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs
- F. To provide annual performance reporting to the community.
- G. To continue to review governance.

RECOMMENDATION

To formally establish the mission, vision and goals for the Metropolitan Park District and move forward with implementation of the goals.

ATTACHMENTS

- A. Vision, Goals, Objectives Summary, March 30, 2013

Tukwila Metropolitan Park District

Board Retreat
March 30, 2013

Vision, Goals, & Objectives Summary

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:


The overarching goal was to provide the best run municipal aquatics program in the state.

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships
- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Promote a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education
- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers
- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments
- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim
- F. To provide annual performance reporting to the community.
- G. Continue to review governance.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Preliminary 2013 Draft Long-Term Agenda - Revised

ISSUE

A revised preliminary review of MPD agenda items for 2013.

FINANCIAL IMPACT

No financial impact at this time.

BACKGROUND

The first Draft Long-Term Agenda was presented to the MPD Board at their January 9, 2012 meeting. The concept was to understand the work load and decisions that the Board would be dealing with throughout the year. This was initiated to determine how many meetings would be needed, how long the meeting would potentially be and to assist in covering all agenda items desired by the Board or required for operations.

DISCUSSION

In effort to best map out and update the work load and decisions that the Board would be dealing with throughout the year, revisions have been made to update the Preliminary 2013 Draft Long-Term Agenda. The revised Preliminary 2013 Long-Term Agenda is attached for your review and discussion (Attachment A).

RECOMMENDATION:

Staff recommends approving the revised Preliminary 2013 Draft Long-Term Agenda.

ATTACHMENTS:

A. Preliminary 2013 Draft Long-Term Agenda - Revised

Tukwila Metropolitan Park District
Long-Term Agenda
2013


2013											
January 1/22/13	February 2/19/13	March 3/18/13	April 4/15/13	May 5/20/13	June 6/17/13	July 7/15/13	August 8/19/13	September 9/16/13	October 10/21/13	November 11/18/13	December 12/16/13
Consent Agenda:	Consent Agenda:	Consent Agenda:	Consent Agenda:	Consent Agenda:			Consent Agenda:			Consent Agenda:	
Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.			Approval of minutes; and vouchers.			Approval of minutes; and vouchers.	
Capital Project Update	Capital Project Update	Capital Project Update ITA long term bonds	Mission, Vision & Goals Discussion	Capital Project Update	Capital Project - Close Out		Preliminary Budget Direction, Programs & Fees Discussion, & Fee Study			Appointment of Officers	
2013 Programs & Fees Review	Support Services Financial Report for 2012 and Review	Capital Project ITA's long term bonds	REF for Legal Services	Mission, Vision & Goals	Legal Services Selection					Programs & Fees Discussion	
STP Pool Comparison Report	Tukwila School District Superintendent Update		IAA for support services with City of Tukwila extension to 12-31-13.	Community Transformation Grant	Policy Review: Rental, programs and budget process.		Quarterly Report - Year End, Program & Financial: Support Services			Public Hearing - 2014 Budget, 2014 Tax Levy, 1% Tax Increase	
Capital Project Update		Marketing: Logo, tag line, etc.		Draft Long-Term Agenda Discussion	Executive Director Discussion		Executive Director Selection			Resolutions: Adopt 2014 Budget; 2014 Tax Levy	
Capital Project - TOUR		2012 Year End Report - Program & Financial	4-2013 Re-started Operating & April Pool/Day	STP Scholarship Contribution						2013 TPAC Terms Expiration #1 & #2	
				Quarterly Report - Year End, Program & Financial: Support Services						Preliminary Long-Term Agenda	
										Preliminary TPAC Direction	
										Attorney Contract	
										Support Services Contract	
										Quarterly Report - Year End, Program & Financial: Support Services	
										2013-13 budget distribution	
										Budget 2014 Financial Plan Distribution	

Color KEY
Consent Agenda
Budget Items
Capital Issues
Policy Issues
Support Services
IT/ISG Issues
Legal Services Issues
Long term planning
Reports

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Community Transformation Grant

ISSUE

Community Transformation Grant – application and award.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

In March 2013 the City applied for the Community Transformation Grant from Seattle Children's Hospital, Healthy King County Coalition and Seattle & King County Public Health with funding from the Centers for Disease Control and Prevention. The City's application requested funding to be used to support development of policies that support universal swimming opportunities and overcoming barriers to participation in aquatic activities. The funding request is in line with the Metropolitan Park District's Vision and Goals for the Tukwila Pool. The City of Tukwila was awarded \$48,000, the full amount requested.

DISCUSSION

The request for proposals (RFP) for the Community Transformation Grant specifically listed eight cities that were eligible to apply. Staff worked with the granting agency to determine what services within the City of Tukwila would be the best fit for a grant of this nature. Swimming and aquatics based recreation was a service that was highlighted. Staff completed the grant application, and upon review by the granting agency it was determined that the Tukwila Pool would benefit greatly from an award. The original award offered was \$28,000; however, the granting agency recognized a need and granted \$48,000.

Several goals and objectives that were discussed at the MPD Board Retreat will be targeted through the implementation of this grant. For example, the primary objectives of the grant are to develop policy that supports universal swimming opportunities, and to develop policy to overcome barriers to participation in aquatics recreation. These objectives are directly in-line with three goals of the MPD. Those three goals are: 1) To be welcoming and inclusive to all, 2) To maintain and support community involvement in the pool, and 3) To provide creative and relevant programs. This grant will permit staff to research barriers, develop policy, and implement changes to achieve these three goals.

The successful award of this grant is due in large part because of a positive relationship the MPD has with the City of Tukwila. Additionally, inter-governmental communication and teamwork within the City of Tukwila made application for this grant possible. Two different departments within the City worked together with the granting agency to identify the best fit for this grant. It is expected that the outcome of research and implementation of policy will positively affect other departments

within the City, specifically the Parks and Recreation Department, however, other departments will also benefit from this award.

RECOMMENDATION

The grant will go before the City of Tukwila City Council for approval on May 20, 2013. It is recommended that the MPD Board endorse the grant for the successful approval on May 20, 2013.

ATTACHMENTS

- A. Information Memo to City of Tukwila Community Affairs and Parks Committee
- B. Transformation Grant Agreement
- C. Grant Work plan
- D. Grant Application



City of Tukwila

Jim Haggerton, Mayor

INFORMATIONAL MEMORANDUM

TO: Mayor Haggerton
Community Affairs and Parks Committee

FROM: Rick Still, Parks and Recreation Director 

BY: Amy Kindell, Aquatic Specialist

DATE: May 8, 2013

SUBJECT: Community Transformation Grant for Tukwila Pool

ISSUE

Community Transformation Grant for the Tukwila Pool.

BACKGROUND

Pool Staff applied for a Community Transformation Grant (CTG) from Seattle Children's Hospital, Healthy King County Coalition, and Seattle - King County Public Health with funding from the Centers for Disease Control and Prevention (CDC). Cities located in South King County and neighborhoods in South Seattle were eligible to apply for the grant, Metropolitan Parks Districts did not fall within the eligibility guidelines. As the City is the contracted services provider for the pool, the City was eligible to apply.

The CTG goal is to transform the health of South King County in an effort to reduce regional health inequities. The grant provides an opportunity and a commitment to work collaboratively on environment, program and infrastructure change for obesity prevention and tobacco control. This work is a part of the CDC's Community Transformation Grants (CTG) Small Communities program, which is funded by the Affordable Care Act's Prevention and Public Health Fund; the \$3.6 million grant (received by Seattle Children's, Healthy King County and Seattle - King County Public Health) lasts from October 2012 - September 2014.

Tukwila's application requested funding to support the development of policies that will support and aid in continuing to increase aquatics opportunities to children and families in Tukwila. Policies will address needs in the community for universal swimming opportunities and barriers to participation in aquatic safety and fitness activities. The term universal swimming opportunity is a reference to the ability for everyone in our community to learn to swim and safely enjoy aquatic recreation opportunities. Examples of barriers to participation include poverty, cultural barriers, language barriers, and culturally sensitive programming.

This project will have two major components. The first component will be researching and creating policies that support universal swim opportunities, the second will be developing policies that support reaching populations that are traditionally underserved in regard to swimming education. To support universal swimming opportunities staff will work to develop policies that support the continuation of our pilot 3rd grade swimming lesson voucher program, and develop policy that supports the youth volunteer GuardStart/Lifeguard program. To support efforts to reach underserved populations staff will work to develop policies that will guide and

support the use of translated printed materials, and develop a policy for swim programming to meet cultural needs.

DISCUSSION

In March 2013 the City applied for the Community Transformation Grant from Seattle Children's Hospital, Healthy King County Coalition and Seattle & King County Public Health with funding from the Centers for Disease Control and Prevention. The City's application requested funding to be used to support development of policies that support universal swimming opportunities and overcoming barriers to participation in aquatic activities. The funding request is in line with the Metropolitan Park District's Vision and Goals for the Tukwila Pool.

The City of Tukwila was awarded \$48,000, the full amount requested. Attachment A is the Agreement which details the Scope of Work for this grant. Attachment B is the Workplan for transforming the health of South Seattle and South King County.

RECOMMENDATION

It is recommended that the Community Affairs and Parks Committee move this agenda item to the City Council Consent Agenda on May 20, 2013 to authorize the Mayor to enter into agreement with Seattle Children's Hospital to accept the \$48,000 grant.

ATTACHMENTS

- A. Seattle Children's Hospital Agreement
- B. Workplan

**SUBAWARD AGREEMENT
SEATTLE CHILDREN'S HOSPITAL
AND
CITY OF TUKWILA**

This Subaward Agreement (Subcontract) is entered into this 1st day of May 2013 by and between Seattle Children's Hospital, Seattle, Washington 98105, a Washington non-profit corporation (Seattle Children's) and City of Tukwila, a government entity (Subcontractor).

BACKGROUND

- A. Seattle Children's has been awarded that certain DHHS/CDC (CFDA 93.737) Grant titled "Transforming the Health of South King County to Reduce Regional Health Inequities", No. 1H75DP004595-01, dated September 30, 2012 (the Grant) whereby Seattle Children's has committed to work collaboratively on environment, program, and infrastructure change for obesity prevention and tobacco control.
- B. Subcontractor is a Government Entity that strives to create a balance in addressing the needs of its residential community and the environment with the challenges of maintaining and enhancing a vibrant development climate.
- C. Seattle Children's wants to engage Subcontractor to perform the work and provide the deliverables described more fully below, and Subcontractor is qualified to perform said work and provide said deliverables.
- D. In consideration of the mutual promises set forth below, the sufficiency of which is hereby agreed upon, Seattle Children's and Subcontractor agree to the following terms and conditions.

AGREEMENT

- 1. **SCOPE OF WORK.** Subcontractor will perform the work (Work) and provide the deliverables (Deliverables) described on the Scope of Work attached as Exhibit A (SOW) in accordance with the schedule, specifications and requirements set forth in the SOW.
- 2. **PERSONNEL.** Subcontractor will provide experienced and qualified personnel to perform the Work and provide the Deliverables. Subcontractor will be responsible for the performance of its personnel, including its employees, agents and subcontractors (collectively, "Personnel") under this Subcontract. Subcontractor may not subcontract the provision of any Work or Deliverables without the prior written consent of Seattle Children's.
- 3. **PERFORMANCE PERIOD.** The performance period of the Subcontract will extend from **May 1, 2013** (the Effective Date) through **September 29, 2014**, unless terminated earlier in accordance with Section 13 (the Termination Date).
- 4. **COMPENSATION.** Subcontractor agrees to accept as compensation in full for the Work and the Deliverables set forth in this Subcontract, the amounts described in the project budget set forth in Exhibit B (the Budget). Specifically, Seattle Children's will reimburse Subcontractor for properly submitted and undisputed Allowable Costs (as that term is defined in Section 4.1 below) set forth in the Budget, provided, however, that under no circumstances shall Seattle Children's reimburse Subcontractor in excess of **Forty Eight Thousand Dollars (\$48,000.00)**. No expenses, including without limitation otherwise Allowable Costs, incurred prior to the Effective Date or subsequent to the Termination Date will be reimbursed.

4.1 Allowable Costs. Subject to the maximum amount payable, set forth in Section 4 above, Allowable Costs shall include only those direct and indirect costs identified in the Budget and shall be payable at the rate shown in the Budget; provided, however, that such direct and indirect costs are or were incurred in accordance with (a) Subcontractor's established policy and procedure; or (b) OMB Circular A-87, State and Local Governments, whichever is more restrictive.

5. PAYMENT TERMS. Subcontractor will submit invoices to Seattle Children's at least quarterly, but not more often than monthly. Each of Subcontractor's invoices shall be 1) in the format specified in the Budget and 2) shall be in sufficient detail to indicate clearly the amount and nature of Allowable Costs and 3) covered dates and must contain the 4) Subcontract number, and 5) certification as to truth and accuracy of invoice. All invoices must be submitted to Seattle Children's Financial Contact at the address set forth in Exhibit D.

5.1 Final Invoice. Subcontractor's final invoice shall be due no later than thirty (30) days following the Termination Date of this Subcontract and must be signed by the Subcontractor's Institutional Official and marked "Final" by the Subcontractor.

6. PRIOR APPROVAL. All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. Any requests received that reflect only one signature will be returned to the grantee unprocessed. The request must be submitted by no later than 30 days prior to the effective date of the change. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Lift funding restriction, withholding, or disallowance, 2) Redirection of funds, 3) Change in Key Personnel, 4) reduction in effort of key personnel by more than 25% of what was approved, 5) Liquidation Extensions (No Cost Extensions), or 6) Carryforward requests.

7. SEATTLE CHILDREN'S PRINCIPAL INVESTIGATOR. Seattle Children's Principal Investigator shall be Dr. Brian Saelens, PhD, who shall be Seattle Children's liaison with Subcontractor and who shall be responsible for monitoring and inspecting Subcontractor's performance under this Subcontract and approve the Work of the Subcontractor.

8. SUBCONTRACTOR'S PRINCIPAL INVESTIGATOR. The Subcontractor's Principal Investigator shall be **Malcolm Neely**, who shall be responsible for the Work and the Deliverables. No change of Subcontractor's Principal Investigator may be made without the prior written approval of Seattle Children's.

9. REPORTING.

9.1 Monthly Progress Phone Calls. For the duration of this Subcontract, Subcontractor will schedule monthly phone conference calls with the Seattle Children's Program Manager or the Public Health Content Expert, which shall be documented by a mutually agreed upon notes submitted to Seattle Children's Administrative Assistant within five (5) days following each conference.

9.2 Interim Progress Reports. Subcontractor shall produce reports on a quarterly basis with a reporting cycle of October 1- December 31; January 1 – March 31; April 1 – June; July 1 - September 30 in a format supplied by Seattle Children's. At minimum, each report shall (a) reference the Subcontract number and title of the grant and (b) include a summary of the activities undertaken. This will be due on the last day of each quarter.

9.3 Annual Progress Report; Final Progress Report & Final Financial Report. Subcontractor shall produce annual and final progress reports no later than thirty (30) days following the Budget period ending September

30, 2013 and September 30, 2014. At minimum, these reports shall include: (a) a comparison of actual accomplishments to the goal established for the period; (b) the reasons for failure, if established goals were not met; and (c) other pertinent information including, when appropriate, analysis and explanation of deviation from expense categories greater than 25%.

10. CONFIDENTIALITY.

10.1 Definitions. As used in this Subcontract, Confidential Information shall mean all non-public information of either party, whether of a technical, business, administrative or other nature (including without limitation information relating to the technology, customers, patients, employees, affiliates, business plans, promotional and marketing activities, finances, trade secrets, know-how and other business affairs of such party), that is disclosed or made available by one party (the Disclosing Party) to the other party (the Receiving Party) or that is otherwise learned by the Receiving Party in connection with the Work, Deliverables or other activities under this Subcontract, including the terms of this Subcontract. Without limiting the foregoing, Confidential Information includes all such information provided to each party by the other party both before and after the Effective Date of this Subcontract.

10.2 Use and Ownership of Confidential Information. The Receiving Party, except as expressly provided in this Subcontract, will not use or permit others to use the Confidential information, or disclose Confidential Information to anyone other than its directors, officers, employees, representatives, agents, and professional advisors/consultants who are subject to a separate obligation of confidentiality and who have a need to know the Confidential Information in connection with their responsibilities to the Receiving Party. The provisions of this Section 10.2 will not apply to any information that (a) is or becomes publicly available without breach of this Subcontract; (b) can be shown by documentation to have been known to the Receiving Party prior to its receipt from the Disclosing Party; (c) is rightfully received from a third party who did not acquire or disclose such information by a wrongful or tortious act; (d) can be shown by documentation to have been developed by the Receiving Party without the use or disclosure of any Confidential Information; or (e) that is disclosed pursuant to state or federal law, including but not limited to the Washington State Public Records Act or legal discovery.

10.3 Disclosure of Confidential Information. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own Confidential Information of a similar nature. All Confidential Information will remain the exclusive property of the Disclosing Party, and the Receiving Party will have no rights, by license or otherwise, to use the Confidential Information except as expressly provided herein or as otherwise agreed to in writing by the parties. In the event of a breach of this Section or other compromise of the Disclosing Party's Confidential Information of which a party is or should be aware (whether or not resulting from a breach), the Receiving Party will promptly notify the Disclosing Party in a writing detailing all information known to such party about the breach or compromise, the Confidential Information affected, and the steps taken by such party to prevent the recurrence of such breach and to mitigate the risk to the other party.

10.4 Legally Obligated Disclosure. If the Receiving Party becomes legally obligated to disclose Confidential Information by any governmental entity with jurisdiction over it or pursuant to state or federal law, including the Washington State Public Records Act, or legal discovery, then when feasible the Receiving Party will provide the Disclosing Party with prompt written notice of such request or requirements so that the Disclosing Party may seek an appropriate protective order or other remedy, and/or choose (in the Disclosing Party's sole discretion) to waive the Receiving Party's compliance with the provisions of this Subcontract. Such notice must include, without limitation, identification of the information to be so disclosed and a copy of the order. In any event, Receiving Party will use best efforts to obtain assurances that confidential treatment will be accorded the Confidential Information disclosed.

10.3 Return of Materials. On request and/or on termination of this Subcontract for any reason, the Receiving Party will return or destroy all Confidential Information of the Disclosing Party according to the Disclosing

Party's instructions or relevant industry best practices if no instructions are provided. On the Disclosing Party's request, the Receiving Party will certify in writing that all such Confidential Information has been so returned or destroyed.

11. REPRESENTATIONS AND WARRANTIES.

11.1 Subcontractor's Representations and Warranties. Subcontractor represents and warrants to Seattle Children's that: (a) it will perform the Work and provide the Deliverables in a competent and professional manner in accordance with industry standards; (b) the Deliverables will conform to their specifications, documentation and as otherwise set forth in the applicable SOW.

11.2 Mutual Representations and Warranties. Each party represents and warrants that (a) it will comply with all applicable laws, rules, regulations and orders of any governmental authority in connection with its performance under this Subcontract, and (b) it has the necessary authority to enter into this Subcontract and carry out its obligations hereunder.

12. INDEMNIFICATION. Each party shall, at its own expense, indemnify, defend, and hold harmless the other, its directors officers, employees and agents from and against any losses, liability, damages, penalties, costs, fees, including without limitation reasonable attorney fees, or expenses from any claim or action, including without limitation for bodily injury or death, arising out of or in any way related to the negligent or intentional acts or omissions of itself, its trustees, officers, employees, or agents.

13. TERMINATION.

13.1 Without Cause. Either Party may terminate this Subcontract on thirty (30) days' prior written notice, and upon receipt of such notice, Subcontractor may make no further commitments under the Subcontract and must take all reasonable actions to cancel outstanding obligations. If Seattle Children's terminates the Subcontract pursuant to this Section 13.1, Seattle Children's will be responsible for any portion of the compensation owed to Subcontractor for any Work performed or Deliverables provided through the termination date so long as such Work and Deliverables conform to the terms of this Subcontract.

13.2 With Cause. Either party may terminate this Subcontract for material breach or default of the other party on fifteen (15) days prior written notice to the breaching party. If the breaching party does not cure the material breach or default within the fifteen (15) days, this Subcontract will automatically terminate at such time.

14. NONDISCRIMINATION. By acceptance of this Subcontract, Subcontractor agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Age Discrimination Act of 1975, as amended, and the Americans with Disabilities Act of 1990.

15. RECORDS & RETENTION. All records pertaining to the activities performed under this Subcontract shall be retained by the recipient for a period of three (3) years in accordance with 45 CFR 74 or 92.

15.1 Financial records, supporting documents, statistical records, audit records and findings, and all other records pertinent to an award shall be retained for a period of three (3) years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. The only exceptions are the following:

15.1.1 If any litigation, claim, financial management review, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

15.2 The retention period starts from the date of the submission of the Subcontractor's final invoice.

15.3 Subcontractor shall make such records available to Seattle Children's, the Center for Disease Control, the Comptroller General of the US, or any of their duly authorized representatives, for the purpose of making audits, examinations, excerpts and transcriptions.

16. INDEPENDENT CONTRACTOR. Seattle Children's and Subcontractor are independent contractors with respect to the Work performed and the Deliverables provided and received under this Subcontract. The provisions of this Subcontract will not be construed to establish any form of partnership, agency or other joint venture of any kind between Seattle Children's and Subcontractor, nor to constitute either party as the agent, employee or legal representative of the other. All persons furnished by either party to accomplish the intent of this Subcontract will be considered solely as the furnishing party's employees or agents and the furnishing party will be solely responsible for compliance with all laws, rules and regulations involving, among other things, employment of labor, hours of labor, working conditions, workers' compensation, payment of wages, and withholding and payment of all applicable taxes of any nature.
17. NO PUBLICITY. Neither party may use the other party's name or mark in any advertising, written sales promotion, press releases and/or other publicity matters relating to this Subcontract without the other party's prior written consent.
18. GOVERNING LAW. This Subcontract is governed exclusively by the laws of the State of Washington, excluding its conflicts of law rules. Exclusive venue for any action hereunder will lie in the state and federal courts located in Seattle, King County, Washington and both parties hereby submit to the jurisdiction of such courts.
19. ASSIGNMENT. Subcontractor may not assign or transfer this Subcontract, in whole or in part, without Seattle Children's prior written consent. Any assignment in contravention of this provision will be null and void. This Subcontract will be binding on all permitted assignees and successors in interest.
20. ENTIRE AGREEMENT/AMENDMENTS. This Subcontract, including all exhibits that are incorporated herein by reference, contains the entire agreement of the parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements and prior agreements related thereto are merged herein and superseded hereby (including any provision contained in any Subcontractor invoice, shipping document or other Subcontractor documentation that is different from or in addition to this Subcontract). The provisions of this Subcontract may not be amended except by an agreement in writing signed by authorized representatives of both parties referencing this Subcontract and stating their intention to amend this Subcontract.
21. NOTICES. Except as may be otherwise set forth herein, all notices, requests, demands and other communications hereunder will be in writing and will be deemed to have been duly given: (i) on the next day if delivered personally to such party; (ii) on the date three (3) days after mailing if mailed by registered or certified mail; or (iii) on the next day if delivered by courier. All notices will be sent to the Subcontractor's fiscal agent and the Contracts/Fiscal Administrator address in Attachment C, with a copy for notice of breach and/or termination only to:

Seattle Children's Hospital
Attn: General Counsel
4800 Sand Point Way NE
Seattle, WA 98105

Such addresses may be changed by notice given by one party to the other pursuant to this Section 23.

22. SEVERABILITY. If any provision of this Subcontract is invalid or unenforceable in any jurisdiction, the other provisions herein will remain in full force and effect in such jurisdiction and will be liberally construed

to effectuate the purpose and intent of this Subcontract, and the invalidity or unenforceability of any provision of this Subcontract in any jurisdiction will not affect the validity or enforceability of any such provision in any other jurisdiction.

- 23. WAIVER OF BREACH. The waiver of any breach of any provision of this Subcontract will be effective only if in writing. No such waiver will operate or be construed as a waiver of any subsequent breach.
- 24. ORDER OF PRECEDENCE. To the extent the terms and conditions of this Subcontract conflict with the terms and conditions of an applicable SOW, this Subcontract will control.
- 25. INSURANCE. Each party shall provide professional and general liability coverage by either a policy or verification of applicable self-insured retention for their directors, officers, employees and agents in the minimum amount of One Million Dollars (\$1,000,00.00) per occurrence and Three Million Dollars (\$3,000,00.00) in the aggregate, agreed to by both parties, and to deliver a certificate or other evidence of such insurance to Seattle Children's upon request.
- 26. FEDERAL, STATE AND LOCAL TAXES. Except as may be otherwise provided in this Subcontract, the Subcontract price includes all applicable Federal, State and local taxes and duties.
- 27. GENERAL PROVISIONS.
 - 27.1 Section 253 - Needle Exchange. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
 - 27.2 Section 218 - Gun Control Prohibition. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.
- 28. DATA RIGHTS. Subrecipient grants to Prime Recipient the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.
- 28. SURVIVAL. The terms and conditions of this Subcontract that by their sense and context are intended to survive termination hereof will so survive, including the following Sections: Confidentiality (Section 10), Indemnification (Section 12), Records & Retention (Section 15), Insurance (Section 25).

CERTIFICATIONS

The Certifications, attached hereto as Exhibit C, applies to this Subcontract.

Approved and Agreed:

SEATTLE CHILDREN'S
HOSPITAL

CONTRACTOR
AUTHORIZED OFFICIAL

By: _____ Date: _____
Kelly Wallace
Senior Vice President, Chief Financial Officer

By: _____ Date: _____
Jim Haggerton
Mayor, City of Tukwila

EXHIBIT A – SCOPE OF WORK
(See Article 1)
City of Tukwila – Aquatic Program Policies

Relevance of Service to the Project: City of Tukwila aims to create policies that support and address barriers to universal swimming opportunities for the community.

Related Program Goal/Strategic Direction: Increase access to healthy and safe physical environments

Method of Accountability: Designated City of Tukwila staff will meet with the Public Health – Seattle & King County project lead and Seattle Children's staff on a monthly basis, or more frequently as needed, to review project status. The first monthly meeting will include developing a mutually agreed upon work plan to set deadlines and deliverables. Additionally, the City of Tukwila will participate in the CTG program evaluation and adhere to the reporting schedule described in Article 9.

Strategy: City of Tukwila aims to support universal swimming opportunities for the community by developing policies that aid in program sustainability, universal swim opportunities, and support sharing swimming opportunities with underserved populations.

Outcome Objective 1: By September 29, 2014, increase the number of city planning departments that adopt healthy community planning strategies and actions from 0 to 5.

Reportable Milestone Activities & Deliverables

1. Pilot Programming and Needs Assessment

City will research existing related policies and programs from other agencies and the community demand through community contacts for the different programs to ensure the policies to be developed reflect the community needs and are based on best practices.

Deliverable: Implementation of community need and policy development research

2. Partnership Building and Community Engagement

City will develop a community and partner engagement plan to engage current and new partners in program and policy development, adoption and implementation. City will attend partner and community events (e.g. service organization and community groups meetings and community family nights) and make contact with community leaders to promote the programs and deliver translated information to communities that will be able to utilize the various programs.

Deliverables: a) Partner and community engagement plan; b) Implementation of partner and community engagement activities; c) Translated materials

3. Policy Development

City will draft program and related policies for increasing universal swim opportunities (3rd grade swimming vouchers, Guardstart/lifeguard volunteering) and increasing the city's reach to underserved populations (education and outreach material translation, single gender swims).

Deliverables: a) Implementation of policy development activities; b) Draft policies

4. Policy Adoption

City will work with the Board of the Metropolitan Parks District to adopt the developed policies with assistance from the community and other partners.

Deliverables: Education and outreach material translation policy; Swimming voucher program policy; Youth volunteer Guardstart/lifeguard program policy; Single gender swim program policy.

All deliverables described above will be completed by September 29, 2014

EXHIBIT B - BUDGET
(See Sections 4 and 5)

Subcontractor may not deviate significantly (25%) from the major line items of this budget unless specifically approved in advance by the Seattle Children's Financial Contact as set forth in Exhibit D.

Salaries	\$ 28,329
Employee Benefits	\$ 11,553
Other Direct Costs	\$ 8,117
<i>Translation</i>	\$ 6,717
<i>Community Engagement</i>	\$1,400
Total Direct Costs	\$ 48,000
Indirect Cost Base	\$ 48,000
Indirect Cost (0% of MTDC*)	\$ 0
GRAND TOTAL	\$ 48,000

* Not to exceed approved Federal negotiated rate.

Notes: Ms. Kindell will commit 25% effort for the period of May 1, 2013 – September 29, 2014.

EXHIBIT C - CERTIFICATIONS

By signing the Subaward Agreement, the authorized official of Subcontractor certifies, to the best of his/her knowledge and belief that:

1. CERTIFICATION REGARDING LOBBYING

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subcontractor shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.

3) The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subcontractor shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. By execution of this Subcontract, Subcontractor certifies to Seattle Children's that it is not delinquent on any Federal debt pursuant to OMB Circular A-129, and that it or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency pursuant to government-wide regulations (E.O.s 12549 and 12689). In addition, by execution of this Subcontract, Subcontractor agrees that it will comply with the Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended, when the estimated cost of the Subcontract exceeds \$100,000. Violations will be reported to Seattle Children's, the Center for Disease Control, and the Regional Office of EPA.

3. OMB CIRCULAR A-133 ASSURANCE Subcontractor certifies Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this Subaward.

4. CONFLICT OF INTEREST. Subcontractor certifies that it has implemented and is enforcing a written policy for conflicts of interest consistent with the provision of 42 CFR Part 50, Subpart F & 45 CFR Subtitle A, Part 94 and that at this time there is no conflict of interest as defined by these regulation in connection with this award. If a conflict is identified by the Subcontractor during the period of the award under this Subcontract, the Subcontractor will report to the Seattle Children's Financial Contact at the address set forth in Exhibit D, the existence of the conflict, including the grant title, principal investigator name and the specific method the Subcontractor adopt for addressing the conflict (managing, reducing or eliminating it) within sixty (60) days of identification of the conflict of interest. The Subcontractor will rely on Seattle Children's to report the existence of the conflict to the Center for Disease Control.

EXHIBIT D - CONTACT INFORMATION

Seattle Children's Hospital Contacts

Principal Investigator

Name: Brian Saelens
Address: 2001 Eighth Avenue
M/S: CW8-6
City: Seattle **State:** WA **Zip code:** 98121
Telephone: (206) 884-8247
Email: brian.saelens@seattlechildrens.org

Program Manager

Name: Lindsey Greto
Address: 4800 Sand Point Way NE
M/S: M 1-9
City: Seattle **State:** WA **Zip code:** 98105
Phone: (206) 987-4211
Email: lindsey.greto@seattlechildrens.org

Financial Contact

Name: Roseanne Hampton
Address: 2001 Eighth Avenue
M/S: CW8-6
City: Seattle **State:** WA **Zip code:** 98121
Telephone: (206) 884-1441
Email: roseanne.hampton@seattlechildrens.org

Administrative Contact

Name: Yalonda Speaks
Address: 4800 Sand Point Way NE
M/S: M 1-9
City: Seattle **State:** WA **Zip code:** 98105
Email: yalonda.speaks@seattlechildrens.org

Authorized Official

Name: Kelly Wallace
Address: 4800 Sand Point Way NE
M/S: T-0111
City: Seattle **State:** WA **Zip code:** 98105
Email: SCHgrants@seattlechildrens.org

City of Tukwila Contacts

Principal Investigator

Name: Malcolm Neely
Address: 4414 South 144th St.
City: Tukwila **State:** WA **Zip code:** 98168
Telephone: (206) 267-2350
Email: Malcolm.Neely@TukwillaWA.gov

Administrative Contact

Name: Amy Kindell
Address: 4414 South 144th St.
City: Tukwila **State:** WA **Zip code:** 98168
Telephone: (206) 267-2350
Email: Amy.Kindell@TukwillaWA.gov

Financial Contact

Name: Craig Zellerhoff
Address: 6200 Southcenter Boulevard
City: Tukwila **State:** WA **Zip code:** 98188
Telephone: (206) 433-1836
Email: Craig.Zellerhoff@TukwillaWA.gov

Authorized Official

Name: Rick Still
Address: 12424 42nd Ave S.
City: Tukwila **State:** WA **Zip code:** 98168
Telephone: (206)767-2344
Email: Rick.Still@TukwilaWA.gov

Transforming the health of South Seattle and South King County Workplan

Basic information

Transforming the Health of South Seattle and South King County is a collaborative effort to change environments so all residents can be physically active, have access to healthy foods and drinks and live in tobacco-free environments. This work is a part of the CDC's Community Transformation Grants (CTG) Small Communities program, which is funded by the Affordable Care Act's Prevention and Public Health Fund; the \$3.6 million grant lasts from October 2012 – September 2014.

Intervention area

Our Intervention Area includes the cities of Auburn, Burien, Des Moines, Kent, Normandy Park, Renton, SeaTac and Tukwila, and the neighborhoods of Southeast Seattle and North Highline. This area has a combined population of over 479,000.

Project partners

The project is a partnership between Seattle Children's, Public Health - Seattle & King County (PHSKC), the Healthy King County Coalition (HKCC) and a network of community organizations who will implement changes that support the health of children and families. Seattle Children's role is to provide leadership, grant oversight and funding for community organizations. As the local experts for chronic disease prevention, PHSKC provides co-leadership, sector coordination and on-the-ground subcontractor support. HKCC provides expertise in multi-sector community engagement and brings strong ties to community organizations and residents.

Goals and subcontractors

1. **Increase the number of residents with access to tobacco-free or smoke-free environments.**
 - **Housing:** Convert over 3,000 multi-unit residences to smoke-free ([Renton Housing Authority](#), and other [housing partners TBD](#))
 - **Parks:** Implement tobacco-free parks in two cities ([parks partners TBD](#))
2. **Increase the number of residents who are exposed to healthy eating opportunities.**
 - **Childcare:** Provide technical assistance to 115 child care and afterschool programs to implement healthy eating best practice standards (STARS-approved trainer, [Katy Levenhagen](#))
 - **Schools:** Convene learning network of seven other King County school districts for healthier food in schools ([Seattle Public Schools](#)). Improve school nutrition through behavioral economic strategies to increase consumption of healthy foods in six schools ([University of Washington](#) and [Kent School District](#)). Implement a farm to school program in three school districts ([Washington State Department of Agriculture](#) with [Auburn](#), [Kent](#) and [Renton School Districts](#)).
 - **Worksites:** Increase the availability of healthy foods and beverages in four hospitals ([Health Care Without Harm](#)). Educate the community on health effects of sugary beverages and assist 15 community-based organizations in procuring healthy beverages ([Childhood Obesity Prevention Coalition](#))
3. **Increase the number of residents who are exposed to more physical activity opportunities.**
 - **Childcare:** Provide technical assistance to 115 child care and afterschool programs to implement physical activity best practice standards (STARS-approved trainer, [Katy Levenhagen](#)).
 - **Schools:** Increase the number of students participating in new high quality, culturally appropriate Physical Education curriculum ([Highline](#) and [Kent School Districts](#)).
4. **Increase the number of residents who have access to healthy and safe physical environments.**

- **Cities:** Develop new local best practice healthy community toolkit resources to help cities improve planning (Puget Sound Regional Council). Increase opportunities for physical activity through promoting active transportation and recreation and increasing access to healthy food (city grantees TBD).

Evaluation

Our evaluation team is led by Seattle Children's and PHSKC, with support from the University of Washington, Center for Public Health Nutrition. Evaluation team members will work on-the-ground with all subcontractors to monitor performance. We will be conducting a deep dive evaluation for a determined number of strategies, to be identified in early 2013.

Leadership Team

The Leadership Team will provide strategic advice, review progress, suggest mid-course corrections, explore further cross-sector collaboration, anticipate emerging opportunities and recommend ways to integrate health considerations into decision-making in "non-health" sectors. As highly respected and influential leaders within the focus communities, Leadership Team members have committed to championing CTG strategies to speed diffusion in their sectors and speaking to the media. Members will receive monthly project updates and meet twice per year.

For more information

Please see our website at <http://www.kingcounty.gov/healthservices/health/partnerships/CPW/ctg.aspx> or contact Lindsey Greto at Lindsey.Greto@seattlechildrens.org, 206-987-4211

Revised: 5/15/2013

Section B – Application Forms and Specific Guidance

- Part 1:** Cover Sheet
- Part 2:** Draft Workplan and Timeline
- Part 3:** Budget
- Part 4:** Budget Narrative Instructions

Made possible with funding from the Centers for Disease Control and Prevention

Community Transformation Grant (CTG) RFP-2-Cities

Part 1: Cover Sheet

Organization Information

Organization Name:	City of Tukwila - Tukwila Pool
Mailing Address:	4414 S. 144 th St.
City/State/Zip:	Tukwila, WA 98168
Federal Tax ID:	91-6001519

Lead Contact Information

Name:	Amy Kindell
Phone:	206-454-7578
Email:	Amy.kindell@tukwilawa.gov

Amount requested: \$ _____ **48,000** _____

Project summary, maximum 200 words

The Tukwila Pool, operated by the City of Tukwila, aims to create policy that supports universal swimming opportunities for our community and address barriers to opportunity. Swimming is the fourth most popular sport in the United States and is an excellent low impact exercise that people of all abilities can participate in. At the same time drowning is the second leading cause of unintentional death among children. This policies that result from this grant opportunity will give help Tukwila Pool to address universal opportunity for water education, as well as address barrier to participation. The overall wellness of the community will be impacted as families explore another healthy activity and children make safe water choices. Tukwila Pool Staff is well equipped to execute a program of this nature and look forward to the opportunity to increase participation by our community by addressing the need for universal access to aquatic recreation and learning opportunities and addressing barriers to participation.

Authorizing official signature

Name and Title

Date

Community Transformation Grant (CTG) RFP-2-Cities

Part 2: Draft Workplan and Timeline

Organization Name:	Tukwila Pool
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Complete one workplan for each proposed activity, indicating anticipated steps and timeline. Note that this is a draft to be used for proposal evaluation purposes and that the final workplan and timeline will be determined during the contract negotiation process.

	[Activity 1] Address universal Participation	2013								2014					
		A	M	J	J	A	S	O	N	D	J	F	M	A	M
Steps	Pilot Programing and Research needs/policies/existing participation	X	X	X			X	X							
	Partnership Building & Community Connections	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Registrations & Outreach		X	X	X	X		X	X	X	X	X	X	X	X
	Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Evaluation of Successes and Policy writing							X	X	X	X	X	X	X	X

	[Activity 1] Address barriers to participation	2013								2014					
		A	M	J	J	A	S	O	N	D	J	F	M	A	M
Steps	Pilot Programing and Research needs/policies/existing participation	X	X	X	X	X	X								
	Partnership Building & Community Connections	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Community Outreach & Distribution of Materials		X	X	X	X	X	X	X	X	X	X	X	X	X
	Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Evaluation of Successes and Policy writing						X	X	X	X	X	X	X	X	X

Proposed Project Activities

Create policies that support programming at Tukwila Pool that support universal swim opportunities and support sharing swimming opportunities with underserved populations. The goal of the project is to increase the opportunities available to children and families in Tukwila by working to create policies that address the needs in the community for universal swimming opportunities and address the barriers to participation in aquatic safety and fitness activities. The policies that will be researched and generated for this project will support the long term sustainability of programs like 3rd grade swimming lesson vouchers, a youth GuardStart/Lifeguard volunteer program, Single Gender swim programming and translation services all with the goal of increasing awareness of and participation in swimming activities.

Swimming is the fourth most popular sport in the United Statesⁱ and is an excellent low impact exercise that people of all abilities can participate in. At the same time drowning is the second leading cause of unintentional death amongst childrenⁱⁱ. In light of these facts, swimming is a life skill. Learning to swim helps people to be safe in, on and around the water and provides the ability to take advantage of the health benefits of swimming. Swimmers have about half the risk of death compared with inactive peopleⁱⁱⁱ. People report enjoying water-based exercise more than exercising on land, and can exercise longer in water without increased effort or joint or muscle pain^{iv}. Swimming is a fun activity that individuals with basic water skills can enjoy and without realizing they are exercising. This makes swimming an ideal skill for anyone who is at risk of obesity, and other related conditions, as it is fun and low impact.

The Tukwila Pool has just re-opened after major renovations. The Grand Re-Opening Celebration is planned for April Pools Day, April 20th. There has been increased community awareness of the Pool as the result of the passage of a Metropolitan Parks District to fund continued operations at the Pool, with 62% of voters approving the measure. There is a great amount of community support for swimming and water safety education. Additionally, averages for 2007-2011, show the SeaTac and Tukwila communities had higher health risk factors in the areas of no exercise, obesity, high cholesterol, and hypertension, compared to King County^v. Now is the perfect time in this community to get more people swimming!

This project will have two major components, creating policies that support universal swim opportunities and creating policies that support reaching populations that are traditionally underserved in regard to swimming education. To support universal swimming opportunities we will work to develop policies that support the continuation of our pilot 3rd grade swimming lesson voucher program, and develop policy that supports and helps expand our fledgling youth volunteer GuardStart/Lifeguard program. In our efforts to reach populations that have cultural or language barriers to participation in aquatic participation we will work to develop policies that will guide and support the use of translated printed materials, and develop a policy for single gender swim programming.

There are many reasons that people don't learn how to swim or take advantage of the health benefits of swimming. Many of those barriers can be overcome. One of the major barriers to participation is access/relevance. Many individuals in our community have not had access to aquatic opportunities until they moved to Tukwila. Our facility is centrally located in our City and is easily accessible on foot for most citizens. Many traditionally underserved

populations to not have a tradition of participation in aquatic recreation opportunities and thus swimming is not relevant fitness opportunity. The relevance barrier is address when individuals are provided an opportunity to experience aquatic activities in a safe environment, like the one we create at Tukwila Pool. Relevance is further addressed when people are educated about the benefits of water safety education and health benefits of participation in aquatic recreation. Policies that support universal swimming education will reduce the effects of access and relevance as each student in the community will have an opportunity to experience aquatic activities and learn water safety skills through the 3rd grade voucher program and GuardStart/Lifeguarding programs.

Another barrier to participation in aquatics is poverty. Many families in Tukwila live at or below the poverty line, evidence by the majority of the students in our school district qualifying for the Federal free and reduced lunch program. For many families swimming education is just not relevant when you are just trying to keep your family fed. We have worked to address poverty by offering a scholarship program. In the last year we have continued to address poverty as a barrier to participation by revising our scholarship program to make it easier for families to show need and be approved for scholarship opportunities. The Tukwila Metropolitan Park District Board also moved to allocate funds to support the scholarship program which had previously been a simple write off. The grant will help us address the effect of poverty on participation by overcoming this barrier with policies that support the 3rd grade voucher program by providing universal opportunities regardless of income. The policies that will support the GuardStart/Lifeguard Program will help us address the effects of poverty by providing pathways for youth to participate in Lifeguard Training for

no charge. This will provide an opportunity for local youth to take advantage of the subsequent possible employment opportunities. Jobs change lives and lifeguard jobs will provide local youth the opportunity to fund their future education endeavors, as well as give them the work and leadership skills to be successful in all aspects of their future endeavors.

Additional barriers to participation are cultural and language barriers. Many of our participants and community members do not speak or read English as their first language, and lack of access to translated materials is a barrier to participation. Grant funding to support print translation services policies will help us better understand this barrier and address it by providing a method for producing translated materials for use to educate the public about our programs and offerings, especially our scholarship program.

Additionally, cultural norms regarding social interaction between males and females are barriers to participation. There have been many requests for single gender program offerings. Until now we have addressed this request by offering to accommodate single gender requests during private group pool rentals. In the last few years demand has increased and to respond to this demand we are piloting a female only swim session this summer. The grant will allow Staff to do specific work in the community to analyze the needs of the community in relation to single gender swimming and develop policies that provide a framework for continuing to offer responsive single gender swim opportunities into the future.

Staff will work to address universal swimming opportunity through our 3rd grade swimming voucher program. The program will address the need for universal swimming opportunities, by providing all Tukwila 3rd graders the chance to learn the lifesaving skill of swimming. These 8-9 years old are at a prime age to learn swimming and water safety skills.

They are curious, ready to learn, as well as capable of making informed choices and educating other children of good water safety habits. The majority of Tukwila families live in apartments, many with un-guarded community pools. According to American Community Survey data almost 34% of Tukwila residents were born outside the United State and over 43% speak a language other than English. Many Tukwila residents may never have been exposed to swimming education or water safety education. This is a public health danger in our community, which can be reduced through swimming/water safety education and awareness.

With this program, Tukwila 3rd grade students will receive a voucher for a session of free swimming lessons at the Tukwila Pool. Students who receive the vouchers will include 3rd grade students in the Tukwila School District's three elementary schools, those attending Highline School District's McMicken Heights Elementary School, as well as Academy Schools, a private school based in Tukwila. 2012-'13 school year 3rd graders would receive the voucher in April 2013 to be utilized April – August 2013. 2013-'14 school year 3rd graders will receive a voucher in September 2013 which would be valid until June 2014. Tukwila staff is already working on this program in coordination with the Tukwila School District, Highline School District, and Academy Schools. As a part of the program, Tukwila Pool Staff will also work with the 3rd grade teachers to make water safety presentation to their classes throughout both school years.

Throughout the process of the first year of voucher offering Tukwila Pool staff will work to develop a policy that provides for the continuation of the 3rd grade swimming lesson voucher program. Tukwila Pool will completely write off the costs of the program in the first years. This will involve continued work with partnering organizations to ensure the program is being well received and adjusted as is relevant to make participation by 3rd graders possible. Additionally,

staff will work to research any other similar programs throughout country, and how those programs are supported. Staff will utilize the research in developing new partnerships to help sustain the program and in writing the policy to support the program. This work will result in the program becoming an expected service to the community.

Tukwila Pool will also work to address universal swimming opportunities by developing policy that will supports a youth GuardStart/Lifeguarding volunteer program. This program will be geared towards middle school and high school aged youth and allow them to continue developing their aquatic skills while giving back to the community. GuardStart and Lifeguarding programs provide opportunities for local youth to develop leadership skills that will help them throughout their lives as well as job skills they will utilize to be successful in all their employment and educational endeavors. Experience with GuardStart and Lifeguarding programs builds on the water skills youth have developed by participating in swimming opportunities as grade school children.

The policy that will be created to support the GuardStart/Lifeguard Program will be designed to provide opportunities for youth who commit to volunteer in the GuardStart program or as a Swim Instructor's Aide an opportunity to take Lifeguard Training at Tukwila Pool at no charge. This will address the need of middle school and high school aged youth to continue their aquatic based participation, encourage lifelong swimming participation, provide opportunities for local youth to participate in helping other local youth learn how to swim, and provide an opportunity for participants to gain valuable leadership and life skills.

For the last few years we have been offering local high school students the opportunity to take Lifeguard Training at no cost if they volunteered as a swim instructor's aide for a session

of swimming lessons. Tukwila Pool has written off the cost of this program and plans to continue to do so unless policy research elucidates a sustainable funding mechanism. This program has resulted in local youth who would not otherwise become lifeguards being able to gain employment at our facility. They have become staff members that are leaders. Youth in the community look up to them and enjoy learning to swim from participants in this program. Not only that, these lifeguards look forward to pursuing even greater post high school education opportunities than they thought of before becoming lifeguards. Additionally as a result of this program the Tukwila Pool Staff has begun to be much more representative of the community we serve. Local youth now come into the pool and see a lifeguard that looks like them. Grant funding would allow Staff to formalize the program and expand it to encompass middle school age youth with the GuardStart program. Staff time will be utilized to do community outreach for this program and in developing community partners. Community partners will include the Tukwila School District, Tukwila Parks and Recreation Programs for Teens, and other teen service providers. This policy expansion and formalization will help ensure the program continues into the future, while helping us to overcome the universal opportunity barrier. The program will also help us overcome cultural barriers as people become more comfortable in a place where they can identify with the staff.

To address the cultural and language barriers to participation in aquatics for our community we plan to develop policies will support the reduction of those barriers. To overcome language barriers we will work to develop and implement policies for the translation of program materials and information into languages that are utilized by the community we

serve. To address cultural barriers to aquatic participation we will work to develop a policy that supports and governs offering single gender swimming opportunities.

The print translation services policy would enable Tukwila to develop a plan for how and when printed materials will be translated for groups in our community. Currently language is a barrier for many families in utilizing aquatic opportunities. Tukwila School District has been named by the New York Times as the most diverse school district in the country, which highlights the need for translation services in our community. Immigrants to Tukwila include many groups that do not have experience with utilizing aquatic programming or fitness opportunities and have traditionally high childhood drowning rates. Being able to read information about aquatic programs and services in their language will help to remove this barrier to participation both for adults and children in the community.

Staff will work with community organizations like the Tukwila School District, Tukwila Human Services Department, and other community service organizations to analyze community needs for print translation services. Staff will also research existing policies from other agencies, and include that research knowledge in the development of the policy for printed translation services for Tukwila. Additionally, Staff will attend community family nights to promote the programs and deliver translated information to communities that will be able to utilize the translated materials. Staff will also work to make contact with leaders within each community that translated materials are produced for to increase awareness of the offerings.

Cultural modesty norms and the social interaction between males and females also create a barrier to participation in aquatics for community members. To overcome this barrier Tukwila Pool has provided opportunities for single gender groups to be accommodated during

rental times. As demand for single gender fitness offerings has increased Tukwila Pool is piloting a female only swim opportunity during summer 2013. To support program offerings such as this Staff will work to research the community demand and needs in regard to single gender swimming. Staff will also work with community service providers such as Global to Local, Somali Community Services, Refuge Women's Alliance and other community organizations to ensure that policy will be reflective of the needs of the community. Organizations that participate in the development of the policy will then be likely to support the resulting programming helping to ensure that it is sustainable into the future.

Community Description and Involvement

Tukwila, a community of 18,000+, welcomes diversity. Incorporated in 1908, the city offers a blend of businesses, churches, parks, and abundant single and multi-family housing available to all income levels in an attractive, urban atmosphere. Tukwila is in South King County, Washington, just south of Seattle. Nearby are Sea-Tac International Airport, Westfield Southcenter Mall, The Boeing Company, and other retail/office/high-tech/industrial complexes.

Over 70 languages are spoken in the Tukwila community, making the Tukwila School District the most diverse in the United States. Thirty-seven (37) percent of students in the Tukwila School District qualify for English Language Learner services. Eighty (80) percent of students are eligible for free/reduced school meals. Lack of exposure to swimming, combined with poverty related factors has resulted in unavailability and lack of awareness to swimming as a health and recreation activity.

The World Health Organization (WHO) reports drowning death rates are highest in Africa, with rates more than 8 times that of the United States, and that 60% of drowning's occur in WHO Western Pacific Region and WHO South-East Asia Region^{vi}. These are the regions of the world where new Tukwila arrivals resettle from.

The Tukwila Pool serves the City of Tukwila and surrounding communities everyday with quality swimming education programs and an wide array of public swimming options. Swimming instructors are specifically trained in teaching children with an array of swimming abilities and communication abilities. It is not uncommon for Tukwila Pool teachers to successfully teach a class consisting of 5 students who speak five different languages other than English and who have not been in a swimming pool before.

Tukwila is also in a unique position as the exofficio Board of the Metropolitan Parks District, which provides funding for the operation and maintenance of the Tukwila Pool, is the Tukwila City Council. That is the Tukwila Metropolitan Parks Distinct Board is comprised of the same individuals as the Tukwila City Council. Board Members are invested in the success of the Tukwila Pool and are supportive of policies and programs that are responsive to the needs of the Tukwila community.

Tukwila Pool Staff endeavor to include community input in all programming decisions and will continue to do so in the development of policies that will result from this project. Staff will do this by continuing to listen to the requests of Pool patrons on a daily basis. Staff will also seek to strengthen relationships with organizations that have relevant and valuable knowledge that will be useful in the development of relevant and responsive policies. Groups that will be involved may include Tukwila School District, Global2Local, Somali Community Services, Refuge

Women's Alliance, and Community Schools Collaboration, to name a few. Tukwila Pool Staff will also seek to work with other City departments, Human Services, and divisions, the Recreation division, to ensure that policies accommodate known needs in the community. Staff will also work with their network of aquatics and recreation professionals through Washington Recreation and Parks Association.

Organizational Capacity

The Tukwila Pool is run by a team of two full time staff members and a full complement of lifeguards and swim instructors. The Tukwila Pool full time staff has a combined experience in aquatics of over 50 years, in an array of aquatic environments. They maintain strong relationships with aquatics professionals in the region, and organizations that serve the Tukwila and aquatics communities.

Malcolm Neely, Aquatics Coordinator has served the Tukwila community since 2003. He has been active in aquatics for most of his life and nearly all of his professional life. Malcolm has diverse aquatics experience from being a beach lifeguard in California to helping to open the King County Aquatics Center for the Goodwill games in 1992 to managing the Tukwila Pool. He coaches the Special Olympics swim team in Tukwila, the Tukwila Turtles, as well as 2 local high school swim teams and a Masters Swim team, Blue Wave Aquatics. He has built strong community ties by serving the Tukwila community with aquatics programs for nearly 10 years, and the region for many years before that. In his first year in Tukwila he ensured that programming was responsive to the community and more than doubled aquatic participation at Tukwila Pool. He will be involved in the execution of the program and will participate in the

community outreach and budget management responsibilities of the grant. Malcolm is responsible for the overall operations at the Tukwila Pool. He is an American Red Cross Water Safety Instructor Trainer, and coaches/ instructs swimming to a wide array of swimmers.

Amy Kindell, Aquatics Program Specialist, has been with the Tukwila Pool in a number of capacities and has served the Tukwila community since 2005. She has held a number of positions in aquatics since 2002, and most recently was promoted from Aquatics Program Assistant to Aquatics Specialist in 2010. Amy is also the head coach for Tukwila's Foster High School Swim Team, and she assists Malcolm in coaching the Tukwila Turtles. Amy has worked to increase program offerings at Tukwila Pool by building partnerships with local organizations such as Tukwila School District, Neighbor Care, MS Society and Community Schools Collaboration. She is responsible for the lesson program at Tukwila Pool and as a result, interacts with families in the community on a daily basis. Amy will handle the day-to-day activities of the grant including the training of staff, collateral development, community outreach, all aspects related to course offerings, grant budget management and reporting. One of Amy's primary responsibilities is the lesson program at the Tukwila Pool including staff training and scheduling, course scheduling, program related customer service, marketing and outreach. Amy is an American Red Cross Water Safety Instructor, and Lifeguard Instructor, and is in the process of obtaining her American Red Cross Water Safety Instructor Trainer certification.

As part of the normal course of business, Malcolm and Amy work diligently to build relationships with community partners. In recent years the relationship with the Tukwila School District has been re-developed and has resulted in an increased use of the Pool by

Tukwila students, including the development and support for a high school swim team. In the last year Malcolm and Amy have formed relationships with community groups such as Community Schools Collaboration to do water safety education, and Neighbor Care to provide reduced rate swimming opportunities for underserved populations.

Ideally the policies generated as a result of this program will be presented to the Board by the end of the grant period. Tukwila Pool Staff will measure the success of these policies in increasing participation both through observable changes in participation as well as by tracking the number of participants that utilize each program, and if possible any associated revenue changes. Staff will endeavor to capture the human side of the successes by recording stories from participants about their experiences through the programs. This could happen in a number of ways including letters from participants, staff reports, and surveys to participants.

It would be the hope that all the vouchers that are distributed for the 3rd grade voucher program be utilized. To establish a realistic expectation for future success the total number of vouchers redeemed will be compared with the number of vouchers given out. Staff will also endeavor to track which schools see higher participation rates and quantify the reasons for the level of participation by comparing the number of water safety presentations made at each school or contacts with teachers at those schools. Staff will also seek the feedback of teachers and parents whose students participate in the program. Staff will make adjustments to the program and outreach in response to the usage and feedback from the community. Success with this policy may also come in the form of increased participation by other students that are not in 3rd grade in swimming and water safety education.

The success of the GuardStart/Lifeguard program will be measured by the number of participants and how many of those participants go on to gain employment as a lifeguard. It is ideal that by the end of the grant period a policy supporting the program has been adopted by the Board. Additionally, Staff will endeavor to request participants, as part of the program, write a short essay on what participation in the program means to them and how it will help them in the future. There will also be immeasurable successes from this program as the Tukwila Pool staff will continue to reflect the makeup of the Tukwila community, and in the future personal successes of program participants.

The success of the policies to address overcoming cultural barriers will be evaluated based on the increases in participation by groups that utilize these services. Ideally success would be the adoption of a policy that addresses the needs in the community for translation services in print and provides a method for delivering those needed services. Staff will collect and log any program materials that utilize the printed translation services and are submitted (ex. Scholarship Applications that are translated.) We would like to see these services utilized by communities that have traditionally high health risk factors and drowning risk factors. Successes with this policy would be evidenced by increased participation by these groups in aquatics activities either for fitness or water safety education.

Single gender program policies and efforts will be evaluated based on the number of participants and positive response from the community. Ideally the policy that will be generated regarding single gender programming will be presented to the Board before the end of the grant period. The policy will be developed with performance measures to evaluate the

success of the resulting program. Another success would be if the policy that results from this grant can be utilized as a model regionally for single gender programming.

The receipt of this grant will help the Tukwila Pool to formalize policies that will allow Tukwila to address the needs for universal swimming education and overcoming cultural barriers to participation in aquatic fitness opportunities. Tukwila will address the need for universal swimming education through developing a policy to support the 3rd grade lessons program, and a policy to support continued participation by middle and high schools students through a GuardStart/Lifeguard volunteer program. Tukwila will also utilize this grant to develop policies to address barriers to participation by developing a print translation services policy in addition to a policy for single gender swim programming. These policies will create lasting change in the community by opening opportunities for participation in aquatics in a safe and healthy way to segments of our community that previously did not participate in this low impact recreational opportunity. The program will also increase the overall health of the community by creating opportunities for the families of participants to be exposed to water activities as a healthy and versatile fitness option.

Community Transformation Grant (CTG) RFP-2-Cities

Part 3: Budget Form

Organization Name:	City of Tukwila - Tukwila Pool
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*Form is available in Excel format upon request

Row	Description	Total																														
1	Salaries & Wages																															
	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 35%;">Name, title</th> <th style="width: 15%;">Hours or % effort committed</th> <th style="width: 15%;">Salary Requested</th> <th style="width: 10%;">Fringe Rate</th> <th style="width: 10%;">Fringe Requested</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Amy Kindell, Aquatics Program Specialist</td> <td style="text-align: center;">505 hrs</td> <td style="text-align: center;">\$27.17</td> <td style="text-align: center;">41.37%</td> <td style="text-align: center;">41.37%</td> <td style="text-align: right;">\$19,397.17</td> </tr> <tr> <td>Malcolm Neely, Aquatics Coordinator</td> <td style="text-align: center;">372 hrs</td> <td style="text-align: center;">\$39.27</td> <td style="text-align: center;">40.23%</td> <td style="text-align: center;">40.23%</td> <td style="text-align: right;">\$20,485.42</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name, title	Hours or % effort committed	Salary Requested	Fringe Rate	Fringe Requested		Amy Kindell, Aquatics Program Specialist	505 hrs	\$27.17	41.37%	41.37%	\$19,397.17	Malcolm Neely, Aquatics Coordinator	372 hrs	\$39.27	40.23%	40.23%	\$20,485.42													
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Name	Rate of pay	Anticipated Hours																														
3	Supplies																															
	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 35%;">Item</th> <th style="width: 20%;">estimated cost per item</th> <th style="width: 25%;">Number Needed</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Item	estimated cost per item	Number Needed																												
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4	Equipment																															
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5	Travel																															
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6	Other Expenses	\$8171.40																														
	Subtotal	\$																														
7	Indirect costs																															
	TOTAL COSTS REQUESTED	\$48,000																														

Staff time has been reduced nearly uniformly throughout the budget to reflect the additional allocations for funds for translation services. Some staff time allocated for partnership development will be invested in working to identify organizations/companies that can provide translation services and then develop partnerships with those organizations. Community engagement and translation services allocations, including staff time to do these activities, account for more than \$20,000 of all allocated expenses. (Excluding staff time \$8,171.50.)

Presentation(s) will be developed to be utilized at Family night presentation and Board presentations as part of the activities for the grant. The time for these activities is allocated in Policy Presentation hours in each sub-category.

Staff Salaries, Wages & Fringe Benefits

Amy Kindell (505 hours @\$27.17 per hour + fringe benefits= \$19,397.17)

Amy Kindell, Aquatics Program Specialist will handle the day-to-day activities of the grant including the training of staff, organization, production and dissemination of program information and supplemental information, community outreach, all aspects related to program offerings, grant budget management and reporting. Amy Kindell's fringe benefit rate is 41.37% per the organization's policy.

Policies that support universal swim opportunities – 220 hours

Creating a sustainable System for 3rd Grade Swimming Vouchers – 130 hrs

Partnership Development – 50 hrs

Community Engagement – 60 hrs

Drafting Policy to support the program – 20 hrs

Develop a youth volunteer program for GuardStart/Lifeguard Opportunities – 90 hrs

Partnership Development – 30 hrs

Community Engagement – 40 hrs

Draft Policy that supports program – 20 hrs

Policies that related to reaching underserved populations- 205 hours

Translation Services- Print Materials – 110 hrs

Research the translation services needs in Tukwila -50 hrs

Develop and produce a policy for utilization of Translation Services – 60 hrs

Researching existing policies – 25 hrs

Writing policy –25 hrs

Policy Presentation to Board and internal communication – 10 hrs

Single Gender Swims – 95 hrs

Partnership Development, Needs Inventory & Outreach – 50 hrs

Meetings with service organizations – 20 hrs

Meetings with community members – 20 hrs

Collateral Development – 10 hrs

Drafting Policy for gender specific programing – 45 hrs

Researching existing policies at other agencies – 15 hrs

Writing policy – 20 hrs

Policy Presentation to Board and internal communication – 10 hrs

Administrative Tasks Associated with the Grant – 80 hrs

Meetings – 40

General Administrative Tasks – 40

Malcolm Neely (372 hours @ \$39.27 per hour + fringe benefits= \$20,485.42)

Malcolm Neely, Aquatics Coordinator will be involved in the execution of the program and will participate in the community outreach and budget management responsibilities of the grant execution. He will supervise Amy Kindell and ensure the deliverables are met and the contract is adhered to. *Malcolm Neely's fringe benefit rate is 40.23% per the organization's policy.*

Policies that support universal swim opportunities – 145 hours

Creating a sustainable System for 3rd Grade Swimming Vouchers – 100 hrs

Partnership Development – 40 hrs

Community Engagement – 50 hrs

Drafting Policy to support the program – 10 hrs

Develop a youth volunteer program for GuardStart and Lifeguard Opportunities – 45 hrs

Partnership Development – 15 hrs

Community Engagement – 20 hrs

Draft Policy that supports program – 10 hrs

Policies that related to reaching underserved populations- 107 hours

Translation Services- Print Materials – 50 hrs

Research the translation services needs in Tukwila -20 hrs

Develop and produce a policy for utilization of Translation Services – 30 hrs

Researching existing policies – 15 hrs

Writing policy –10 hrs

Policy Presentation to Board and internal communication –5 hrs

Single Gender Swims – 57 hrs

Partnership Development, Needs Inventory & Outreach – 32 hrs

Meetings with service organizations – 15 hrs

Meetings with community members – 15 hrs

Collateral Development – 2 hrs

Drafting Policy for gender specific programing – 25 hrs

Researching existing policies at other agencies – 10 hrs

Writing policy – 10 hrs

Policy Presentation to Board and internal communication – 5 hrs

Administrative Tasks Associated with the Grant – 120 hrs

Meetings – 40

General Administrative Tasks – 40

Budget Reporting - 40

Consultants

No consultants will be utilized for this project.

Equipment

No equipment is planned to be purchased at this time.

Travel

No travel is planned at this time.

Other

Translation Services – \$6,717.50

 Compensation for translation services by a third party vendor(s) - \$5,000

 Translated Materials Printing - \$1,717.40

 Pool Schedules - (1,000 copies @ \$0.29/each) = \$290

 Swimming Lesson Information - (1,200 copies @ \$0.29/each) = \$348

 Scholarship Program Information- (1,000 copies @ \$0.29/each) = \$290

 Educational Pamphlets – (1,200 copies @ \$.29/each) = \$290

 Posters - (500 copies @ \$0.50/each) = \$250

 Single Gender Swim Information Printing - \$120

 Program Information/Pamphlets - (1,295 copies @ \$.10/each) = \$129.50

Community Engagement Costs – \$1,400

 Stipends for Community Leaders - 10 visit Tukwila Pool Punch Card for community leaders & partners- (25 passes @ \$36/each) - \$900

 Community Night Contributions – Food, snacks, etc. - \$500

Facilities and Administrative or Indirect Costs

No Facilities and Administrative or Indirect Costs are planned at this time.

Community Transformation Grant (CTG) RFP-2-Cities

Part 4: Budget Narrative Instructions

Please provide a budget narrative that shows how you arrived at the proposed budget for each line item using the examples provided below as guidance. **Budget narrative is limited to 3 pages.**

****If multiple organizations are applying for funds, please complete and submit the budget form and justification for all organizations****

Row 1. Salaries, Wages, & Fringe Benefits

For each requested position, provide the following information: name of staff member occupying the position, if available; annual or hourly salary; percentage of time or hours budgeted for this program; and total salary requested. Also, provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives. Indicate the fringe rate applicable to each position.

Example:

Jodi Staffperson (1,000 hours @ \$25 per hour = \$25,000) will provide leadership and overall direction for the proposed project. She will supervise Samuel Staffperson and ensure the deliverables are met and the contract is adhered to. Ms. Staffperson's fringe benefit rate is 25% per the organization's policy.

Samuel Staffperson2 (300 hours @ \$38 per hour = \$11,400) will provide day to day management and coordination the project. This includes coordinating production of the education and outreach materials, writing newsletter and newspaper articles, producing the materials, submitting reports, managing funds, planning and implementing dissemination of the project and materials countywide and planning for sustainability. Mr. Staffperson's fringe benefit rate is 25% per the organization's policy.

Row 2. Consultants

This category is appropriate when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization. Please provide the following information for consultants:

1. *Name of Consultant: Identify the name of the consultant and describe his or her qualifications.*
2. *Organizational Affiliation: Identify the organization affiliation of the consultant, if applicable.*
3. *Nature of Services To Be Rendered: Describe in outcome terms the consultation to be provided including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to Seattle Children's.*
4. *Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.*
5. *Number of Days of Consultation: Specify the total number of days of consultation.*
6. *Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs such as travel, per diem, and supplies.*
7. *Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant agreement.*

Row 3. Supplies

Individually list each item requested. Show the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

Row 4. Equipment

Provide complete justification for all requested equipment, including a description of how it will be used in the program.

Note: Equipment is defined as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established.

Row 5. Travel

*Dollars requested in the travel category should be for **staff travel only**. Travel for consultants should be shown in the consultant category. Travel for other participants, advisory committees, review panel, etc. should be itemized in the same way specified below and placed in the **Other** category.*

Example:

The Project Coordinator will make an estimated 25 trips to local sites to engage community partners @ average of 20 miles @ \$0.50 per mile = \$250.

Row 6. Other

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives.

Example:

Educational Pamphlets (3,000 copies @) \$1 each	=	\$3,000
Educational Videos (10 copies @ \$150 each)	=	\$1,500

Row 7. Facilities & Administrative or Indirect Costs

To claim indirect costs, the applicant organization must have a current approved indirect cost rate agreement established with the cognizant Federal agency. A copy of the most recent indirect cost rate agreement must be provided with the application. If your organization does not have an indirect cost rate agreement, applicants may request up to 20% of the subtotal (less equipment).


***Please also report any in-kind resources in your budget narrative.**

ⁱ As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html
ⁱⁱ As reported by the Centers for Disease Control and Prevention at <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6119a4.htm>
ⁱⁱⁱ As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html
^{iv} As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html
^v King County Public Health Statistics
^{vi} As reported by the World Health Organization at <http://www.who.int/mediacentre/factsheets/fs347/en/index.html>

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Staff Report

ISSUE

Staff update on pool issues.

FINANCIAL IMPACT

No Financial Impact.

BACKGROUND

This Informational Memorandum is to update the Board on the Grand Re-opening, Capital Improvement Projects, Operational Issues and Short Term Agenda review.

DISCUSSION

Grand Re-Opening Celebration

The re-opening celebration of the Tukwila Pool was held on Saturday, April 20, 2013. Ribbon cutting festivities started at 10:00 am with approximately 90 people in attendance. Two-time Pan American gold medalist and two-time Olympic medalist, Kelly McCormick-Robertson, opened the ribbon cutting ceremony with inspiring words about how aquatics has been instrumental in her life and those that she has coached. Board President Seal and staff talked about pool history, the completion of the large capital project, and future programming. Diving and synchronized swimming demonstrations rounded out the celebration along with behind the scenes tours. Sustain the Tukwila Pool held a "Walk the Plank" fundraiser, which was a great success. Representation from Adam Smith's office, Zack Hudgins, Mayor Haggerton, and MPD Board Commissioners were all in attendance to show their support.

April Pools Day activities were held in two sessions, approximately 200 people attended between 1:00 pm and 5:00 pm. The free event featured 9 water safety education stations during the water carnival and an hour of open swim.

Capital Improvement Project

Bates Roofing completed the new roofing system, flashing and additional downspouts on time and on budget. The building department's roof permit inspection and the manufacturer's warranty inspection will be completed prior to the project closeout process being initiated.

The Energy Efficiency Capital Project closeout was scheduled for the May Board meeting, however McKinstry is still gathering data to complete the final closeout. Staff anticipates a June closeout. The project closeout item was removed from the May MPD agenda and no action is needed from the Board at this time.

Staff is finalizing paperwork to seek reimbursement from the Department of Commerce for the \$416,666 grant.

Progress continues with many in-house projects and several on-going maintenance items to continue improving the look and feel of the pool. Some of the items will continue to be completed throughout the year, including.

- Benches
 - o Installing benches in the dressing rooms in the locker rooms
 - o Refinishing Bleachers
- Door Repair/Replacement
 - o Exterior doors need work
 - o Interior doors need repair/replacement (looking into options for this, repair vs. replace, conducted a door inventory to prioritize the needs and condition of each door).
- Bulletin boards installation (touching this up and then waiting for install until stuff is ready to be posted on them).

Operations

Participation in Pool Programs continues to be strong. Pass sales in April increased by 45% compared to 2012 and April Swimming Lessons increased almost 20% compared to 2012. April 2013 was the second highest revenue for any April at the Tukwila Pool.

In response to patron requests, an additional hour of Family Swim and Lap Swim has been added to the Friday schedule, Friday evening swims is now open to the public at 6 pm. In partnership with Community Schools Collaboration, Showalter students have started swimming lessons at the Tukwila Pool on Monday afternoons. Teen Late Night at the Pool is being offered two nights in May in conjunction with Teen Late Night being at Foster High School. The first Friday had a fantastic response from Teens, with capacity being reached. Additional staff has been scheduled for the second Friday. The success of this program and others show the partnership between Pool staff and Youth and Teen Staff continues to result in responsive and innovative programming.

Staff is offering a lifeguard training course, registration has been strong with ten lifeguard candidates participating in the course. Three candidates are Foster High School Students. Hiring and training of new part-time staff in preparation for the summer season continues. Five new staff members completed training in April.

In April, Pool Staff received notification that the City of Tukwila was awarded a Community Transformation Grant in the amount of \$48,000 from Seattle Children's Hospital, Healthy King County Coalition and Seattle-King County Public Health with funds from the Centers for Disease Control and Prevention. The grant will be utilized to research, develop policies that support Pool Programs that address needs in our community for universal swimming opportunities and overcoming barriers to participation in aquatic recreation opportunities. Funding will support projects such as the 3rd grade swimming lesson program, youth Guard Start/Lifeguard Program, Single Gender Swims, and Translation Services for print materials.

The Tukwila Turtles Swim Team proved to be one of the strongest teams in the state with fourteen athletes advancing from the Regional Special Olympics of Washington Meet, April 20th, to the Special Olympic State meet. At the Regional event every Tukwila Turtle athlete took home at least one medal. Tukwila resident, Kenneth Nishino, led the team with four gold medals. The team took

home a total of thirty-one medals and seven ribbons. Coaches Malcolm and Amy looking forward to the State Meet June 1st, and continue to coach practices each Friday afternoon 3:30-5 pm.

With complete delivery of the pool covers system in April, staff has been trained on the use of the system and the covers are now being deployed nightly and removed each morning. Staff is adjusting to the new job duty and staff shifts have been lengthened to ensure that program offerings for the public are not negatively impacted by the use of the energy saving devices.

Staff continues to work with the Tukwila School District on multiple projects including, Scholarship program applications, Foster High School Fall swimming courses, Summer School Pool usage, among other projects. At this time, Physical Education swim lessons are proposed to be offered first period for a boys' class and sixth period for a girls' class both semesters of the 2013-2014 school year. Final details for this program are still being worked out but it looks like it will be successful. Summer school students will be provided information and encouraged to utilize the pool after they get out of school and in the evenings for lessons, family swims and open swims. Educating our children on water safety and the physical wellness benefits from swimming will be included in these communications.

Vida Verdier recently resigned from the Tukwila Pool Advisory Committee (TPAC), this creates the first vacancy for TPAC. The City of Tukwila's Commissions/Committees/Boards complete the following process to fill vacancies: 1) announcements of the open position are posted on the City web site, at City facilities, the Hazelnut and/or the newspaper, Facebook, etc., 2) the assigned staff liaison and the chair of the committee reviews the applications, complete interviews, and prepares a recommendation to the Mayor, 3) the Mayor makes his recommendation to the City Council. For TPAC, the Board may choose to a similar process for replacing this position.

The RFP for Legal Services is being advertised May 16th and 23rd in the Seattle Times and Daily Journal of Commerce. The responding proposals are due May 30th, interviews June 10-12, MPD Board consideration June 17th, and anticipated start July 1, 2013.

Short term Agenda review

May 20, 2013	Capital Project Update and Closeout, Policy Review (rental program, programs and budget process), Marketing Update
June 17, 2013	Capital Project Closeout, Legal Services Appointment, Executive Director Job Discussion, Marketing Update, Quarterly Report
July 15, 2013	Nothing scheduled at this time.
August 19, 2013	Executive Director Selection

Attachments

- A. 2013 First Quarter Contracted Services Summary
- B. 2013 First Quarter Reports – Programs and Financial Reports

Tukwila Metropolitan Park District
 Support Services Summary
 January 2013

PER TASK	1 (Multiple Items)	Values	Sum of SALARIES & BENEFITS
DEPT		Sum of HOURS	
City Administrator/City Clerk	03	28.50	1,405.87
Finance	05	24.50	1,505.77
Parks and Recreation	07	148.00	6,373.30
Information Technology	12	0.25	8.35
Grand Total		201.25	\$9,293.29

Activity Date	(Multiple Items)	Activity Description	Total
		Sum of Hours	
		Full Name	
		ALMBERG-DIDEON, DANA	2
		Copied & FedEx Bond information to Foster Pepper	0.5
		MPD packet production & distribution	1.5
		CARLSEN, VICTORIA	0.5
		Capital Project Financing	0.5
		CLINE, DAVID	4
		Administrative Oversight	4
		EATON, ROBERT	85
		Burglar Alarm Callout for Intruder Alarm	4
		FM: Working on in-house projects.	15
		PM: Construction meetings, managing and coordinating details of the liner installation. FM: Working on in-house projects, painting.	9
		PM: Construction meetings, site supervision and inspections, managing and coordinating details of the liner installation.	9
		PM: Construction meetings, site supervision, answering technical question of the facility in regards to the pool, coordinating in-house projects.	7
		PM: Lining up and coordinating scopes of work for in-house projects.	9
		PM: Lobby social area project research, meeting and ordering. Received deliveries. FM: In-house projects, painting, construction clean-up.	5
		PM: Managing and coordinating details of filling the pool. FM: Working on in-house projects, painting.	9
		PM: Ordering janitorial products, coordinating in-house projects.	18
		FRICKE, KAREN	2
		Payroll	2
		GARDNER, STEPHANIE	40
		MPD Board Mig. Prep, memo dev.	4
		Policy and Procedure Manual	3
		Policy Manual	4
		Policy manual development/research	4
		Policy Manual Research and Development	6
		Policy Manual research and development / STP report reproduction	4
		policy manual re-write	6

**Tukwila Metropolitan Park District
Support Services Summary
January 2013**

	1	
GARDNER, STEPHANIE	PER	
Pool Re-opening planning / TPAC support		3
TPAC Follow Up & Prep (scholarship ?'s)		1
TPAC Meeting, Policy Manual Re-write/format		5
		4.25
		4.25
HART, MELISSA		
STP provided a CD of their pool comparison report. A request was made by a resident to have access to the report. I made a copy of the CD, used that material to re-create an electronic version of the entire report. This required breaking out the electronic items provided into specific folders, creating PDF 12 pdf files of the missing materials and creating a manageable document for inclusion into the Digital Records Center.		
KING, JAMES		9
working at pool		9
LE, BAO-TRAN		3.75
Digitize complete comparison report		0.75
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 and digitize draft agenda packet		0.75
Scan and digitize revised draft agenda item		0.25
Scan comparison spreadsheets; clean up and resize images		1
MARCUM, MICHAEL		0.25
		0.25
11163001.0000.001- service		16
MCCARTHY, PEGGY		8
Capital Project Financing		8
Meeting and capital project financing		4
Meeting attendance		2
MPD capital financing		2
O'FLAHERTY, CHRISTY		13.5
MPD: Begin minute composition for extensive meeting		2
MPD: Compile, prepare, review MPD packet materials; correspondence with Board President and staff regarding items as needed		2
MPD: Completion of minute composition for lengthy MPD Board meeting		2.5
MPD: Conduct Agenda Review and revision of Info Memo after meeting		0.75
MPD: Distribution of draft agenda with deadlines; correspondence with staff, Board President/Clerk, STP members regarding agenda item		1
MPD: Follow-up email to Lisa Marshall regarding Info Memo and governance resolution; Research and compose minute taking guidelines and provide to Parks and Recreation for TPAC		1.5
MPD: Response to TPAC Chair regarding STP Comparison Report		0.25
MPD: Review final STP Pool Comparison entered into the Digital Records Center; compose email with link to documents; distribute to MPD Board Members, staff, etc.		0.75
MPD: Staff support at 1/22/13 meeting; signing and distribution of minutes and voucher sheets		2.25
PR: Continued follow-up with staff and Asst. City Attorney on Jorgensen request		0.5
SAXTON, BARBARA		1
Create agenda sheet for 1-22-13 MPD meeting.		0.5
Proof/edit 1-22-13 MPD meeting minutes.		0.5
STILL, RICK		14
MPD Construction Meeting; Dr Matthes pool tour		2
MPD Packet Prep		4
Project mgt.		8
ZELLERHOFF, CRAIG		6

Tukwila Metropolitan Park District
 Support Services Summary
 January 2013

PER		1
ZELLERHOFF, CRAIG	MPD JE's	3
	MPD Project Accounting JE's	1
	MPD Project Codes - Financial Review	2
Grand Total		201.25

**Tukwila Metropolitan Park District
Support Services Summary
February 2013**

PER TASK	DEPT	Sum of HOURS	Sum of SALARIES & BENEFITS
	00	42.00	2,319.34
	03	14.75	1,016.94
	04	7.00	322.68
	05	44.50	2,876.33
	07	179.50	11,357.68
	12	12.00	533.31
	15	15.50	723.61
Grand Total		315.25	\$19,149.89

2
(Multiple Items)

Dept Description	DEPT	Sum of HOURS	Sum of SALARIES & BENEFITS
MPD	00	42.00	2,319.34
City Administrator/City Clerk	03	14.75	1,016.94
Human Resources	04	7.00	322.68
Finance	05	44.50	2,876.33
Parks and Recreation	07	179.50	11,357.68
Information Technology	12	12.00	533.31
Parks and Recreation	15	15.50	723.61
Grand Total		315.25	\$19,149.89

Activity Date (Multiple Items)

Sum of Hours	Full Name	Activity Description	Total
0.5	CARLSEN, VICTORIA		0.5
0.5	CLINE, DAVID	Reviewed legislative documents	0.5
4		Administrative Oversight	4
2		MPD - Regular Meeting	2
138	EATON, ROBERT		138
9		Agenda Packet prep = 4hrs and network cable installation 5hrs	9
17		Hung baffles	17
9		Met with IT for Network, surveillance and computer coordination. Met with Valley View Sewer for rebate on pool filling water (not paying sewer costs on it?). Met with Carolyn (PW) and WCIA rep for pool tour per requested information.	9
7		Network cable installation (office area)	7
9		Network cable installation (reception area and downstairs to BECS).	9
9		Painting Supply Room and general touch up in lobby, locker rooms, offices, etc.	9
9		Painting Supply Room and general touch up in lobby, locker rooms, offices, etc. General Project Management coordination with McKinstry Superintendent.	9
4		Response to Fire Alarm at facility. Met Fire Dept there and remedied the situation. HVAC Controls operational problem caused high humidity on beam detector reflector plates. Had to manually override & disengage system to bypass and fix problem.	4
9		Worked with Valley View on pool drain system (sewer vs. storm)	9
56	FRICKE, KAREN	FM In-house projects (dispenser install, running CAT5, painting, hanging signs, construction clean-up. Project Management: on	56
2		Payroll Processing	2
1		Payroll processing.	1
22	GARDNER, STEPHANIE		22
2		MPD Memo/Board Meeting Prep	2
4		TPAC Meeting and Follow UP	4
6		Scholarship Policy and Program Development	6
3		Capital Project Invoice/Payments Coordination	3

**Tukwila Metropolitan Park District
Support Services Summary
February 2013**

	PER		2
GARDNER, STEPHANIE	1	TPAC: Marketing Team Meeting	
	3	Capital Project: Re-Opening Planning	
	3	MPD: Board Meeting Memo Prep	
JUE, LILY	3		
	3	Capital Asset Accounting	
KINDELL, AMY	5		
	1	Capitol Items Purchasing	
	2	Meetings/Admin.	
	1	Purchasing Capital Items	
	1	Purchasing follow up/install planning	
LAFLEUR, BRENDA	7		
	6	Pool recruitment process	
	1	Pool recruiting process	
LE, BAO-TRAN	1.25		
	1	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	
	0.25	DIGITIZE minutes, audio recording of meeting, 2 contract amendments	
MARCUM, MICHAEL	12		
	12	IT services- 11163001.0000.001	
MCCARTHY, PEGGY	2		
	2	meeting and meeting preparation	
NEELY, MALCOLM	37		
	2	Clearing off pool bleachers to prep for cleaning	
	5	Running computer cable	
	5	Moving pool equipment to pool from storage, Office equipment install, Brushing pool liner	
	5.5	Liner brushing, lobby and office prep	
	1.5	Running computer wire	
	5	New ADA pool stair transport and build, prep for running of computer wire	
	1	researching, ordering and picking up handicapped restroom signs	
	5	Pool stair assembly, running computer cable	
	7	Pool prep for opening	
O'FLAHERTY, CHRISTY	9		
	1.5	MPD: Communication with Board President, staff from Parks and Rec and Finance and City Administrator; transmit final draft of items; PR request Frangello - compose and transmit fulfillment letter	
	0.25	MPD: Review, set timelines and distribute MPD PR request from Frangello-Anderson	
	0.25	MPD: Transmitted draft agenda to staff and Board President; set deadlines	
	1	MPD: Work with staff, Board President and City Administrator on agenda items for the packet	
	1.5	MPD: Staff support at Board Meeting	
	4	MPD: Composition of minutes from 2/19/13 Board Meeting	
	0.5	MPD: Minute modifications and finalize draft; copy, and distribute to Board Members	
	0.5		
	18.5	Create agenda sheet for 2-19-13 MPD meeting.	
SAXTON, BARBARA	2		
	2	MPD agenda - research and outlines	
	2	MPD agenda capital, staff, support services, DR M.	
STILL, RICK	2		

**Tukwila Metropolitan Park District
Support Services Summary
February 2013**

	2		
PER			
STILL, RICK			
MPD agenda plan	1		
MPD Construction Meeting, project punch prep	2		
MPD Construction MGT meeting	1.5		
MPD TPAC	0.5		
MPD ESPC Construction - Punch List	2		
MPD Board Meeting	2		
MPD Construction Meeting	2.5		
MPD Asbestos Consultant; VoIP system for pool	2		
MPD DES forms - invoice	1		
ZELLERHOFF, CRAIG	36		
MPD 4th Qtr Financials	3		
MPD Accounting	12		
MPD Financials	8		
MPD Interlocal Agreement revision	1		
MPD Support Services Summary	3		
MPD Accounting/Info Memos Interlocal Agreement Amendment	6		
MPD Info Memos Interlocal Agreement Amendment	1.5		
MPD Support Services Activity Summary/Accounting	1.5		
OWNER, BRETT	2		
move	2		
JABER, SUSAN	1		
Claims Processing	1		
CARPENTIER, TIMOTHY	11.5		
move	3		
Moving pool equipment.	5.5		
Pool cleanup.	3		
EDESA, TESHOME	2		
move	2		
AGMATA, STACEY	1		
transcribed MPD audio meeting minutes	1		
Grand Total	315.25		

**Tukwila Metropolitan Park District
Support Services Summary
March 2013**

3
(Multiple Items)

PER TASK	DEPT	Sum of HOURS	Sum of SALARIES & BENEFITS
	City Administrator/City Cle	14.50	888.31
	04 Human Resources	1.00	38.74
	05 Finance	24.75	1,450.60
	07 Parks and Recreation	218.75	13,069.68
	12 Information Technology	15.75	760.39
	15 Parks and Recreation	9.50	397.93
	Grand Total	284.25	\$16,605.65

Activity Date (Multiple Items)

Sum of Hours	Activity Description	Total
1.5	ALMBERG-DIDEON, DANA	1.5
1.5	Copy & distribute MPD agenda packet	1.5
3.5	CARLSEN, VICTORIA	3.5
1.5	Assisted with Gov't Wide stimits and acctg for loan	1.5
1	Accounting for loan to MPD	1
1	Review MDP financial statements	1
4	CLINE, DAVID	4
2	TPAC Meeting	2
2	MPD - Retreat and Agenda Planning	2
131.75	EATON, ROBERT	131.75
6	FM: vacuumed pool, water chemistry testing and balancing, making lane line extensions, cleaning and organizing supply room = 6hrs	6
9	FM: In-house projects, working on items to aid in smoother operations, installing shelving, new janitorial products (meeting with vendor), water chemistry balancing, assigning work to maintenance staff = 9hrs	9
9	FM: In-house projects, re-finishing lobby coffee table, cleaning shop area, water chemistry balancing, assigning and prepping work for maintenance staff = 9hrs	9
4	FM: In-house projects, prepping for backwash and new pump settings post inlet adjustments = 4hrs	4
5	FM: Installed new pool stairs, removed and discarded old stairs, refinishing lobby coffee table, prioritized staff punchlist of items, made keys for staff = 5hrs	5
9	FM: Refinishing lobby coffee table, instal ADA chairlift battery charger and hooks and signs, adjusting air temps, door inventory taken, coordinating with other staff on work items = 9hrs	9
7	Training - Controls system = 4hrs / FM: Assigning work for maintenance staff, pool project email correspondence with contractor = 3hrs	7
5	FM: Working on in-house projects, hanging signs, refinishing benches, assigning work to maintenance worker, hanging mirrors. PM: Weekly Construction Meeting = 1hr	5
4	Callback for low chlorine in pool	4
9	Project Management (big push on final details before opening, thought we were opening on Monday, this was beofre the egress lighting issues held things up = 9hrs)	9
4	Burg Alarm, site inspected, made corrections to chemicals while on site too.	4
3	Project Management (big push on in-house projects in prep for opening and working with contractor for egress issues = 3 hrs)	3
9	Project Management (big push on in-house projects, working with contractor on egress lighting issue, working on permit issue = 9hrs)	9
9	Project Management (in-house projects, prepping for opening on Saturday, general site clean-up, installing dispensers and signs = 9hrs)	9
9	Meeting (weekly construction meeting = 1hr) / Project Management (in-house projects prepping for opening on Saturday, alarm codes, pool tours, inspection prep = 8hrs)	9
4	Project Management (in-house projects hanging signs and dispensers = 4hrs)	4

**Tukwila Metropolitan Park District
Support Services Summary
March 2013**

PER		3
EATON, ROBERT	Project Management (moving stuff form storage = 1.5hrs / working on in-house projects, dealing with opening issues/fires = 3 hours) Agenda Prep = 2hrs / Project Management (contract management, working with contractor, providing info for Grand Opening , in-house project planning and work, dealing with opening issues/fires) = 7hrs Agenda Prep = 5hrs / Project Management (in-house projects) = 4hrs Backwash (FM = 2hrs) Meeting (weekly construction meeting) = 1hr. Project management (working on in-house projects) = 1.75hrs	4.5 9 9 4.25
FRICKE, KAREN	MPD Payroll Processing	2
GARDNER, STEPHANIE	MPD: Re-Opening Event Planning, Coordination and/or implementation TPAC: Meeting Prep, Meeting Participation and/or Meeting Follow Up MPD Contract Management MPD Marketing Team Meeting TPAC: Meeting Prep, Meeting Participation and / or Meeting Follow Up MPD: Grand Opening Prep. MPD: Soft Opening Prep. MPD Agenda Memos	2 30.5 4.5 2 1 2 3 4 10 2.5 1.5
HART, MELISSA	Staff MPD meeting Review March 18th meeting minutes from Lady of Letters	1 1
LAFLEUR, BRENDA	Recruitment process	1
LE, BAO-TRAN	DIGITIZE MPD and TPAC documents COMPLETE electronic compilation of agenda packet materials: enhance images; email agenda packet link to MPD committee DIGITIZE TPAC agendas and minutes DIGITIZE draft agenda	2 0.5 0.5 0.25 0.75 9.5
MARCUM, MICHAEL	IT Administration IT Software IT Network Shrs- IT Hardware, .75hrs- IT Software, 1.5hrs- IT Printers, .75hrs- IT Database	0.25 0.75 0.5 8
MCCARTHY, PEGGY	MPD meeting - attendance & prep Preparation for MPD meeting, and retreat, agenda review	3 1 2
O'FLAHERTY, CHRISTY	MPD: Correspondence regarding Board Atty out sick for meeting; and communication to Board President and staff regarding language for possible motions at meeting MPD: Compose MPD Retreat Notice; distribute to newspaper; to staff with instructions; and to Parks Director for on-site posting MPD: Prepare draft agenda front sheet; receive/review/print all documents via email for the agenda and compile; contact Board President/staff regarding agenda review MPD: Compose letter to Board President regarding vendor for transcribing minutes; communication with vendor on issues associated with audio, formatting, etc.	4 0.75 0.75 1 1
SAXTON, BARBARA	MPD: Review correspondence from staff/City Administrator; set meeting with staff regarding next MPD agenda / staff support Create agenda sheet for 3-18-13 MPD meeting.	0.5 0.5 0.5
STILL, RICK	MPD Board Meeting MPD Construction Meeting MPD Retreat 8a-6p +/- MPD Construction substantial completion & punch list MPD Retreat prep	32.5 2 2 0 1 1 6

**Tukwila Metropolitan Park District
Support Services Summary
March 2013**

STILL, RICK	PER		3
	MPD Operations deposit & armored car		1
	MPD Operations - phone		1
	MPD Construction roof		1
	MPD Agenda Memos		11
	MPD Construction - lighting, pool steps, locker partitions		1
	MPD TPAC meeting		1.5
	MPD Agenda prep		1
	MPD pre-opening tours		1
	MPD Pool Opening 1hr		0
	MPD Retreat Plan		2
	MPD Opening reschedule & to do		1
ZELLERHOFF, CRAIG			12.75
	MPD Accounting		12.75
JABER, SUSAN			3
	MPD AP PROCESSING		1
	AP Processing		2
CARPENTIER, TIMOTHY			3
	Moving pool equipment.		3
AGMATA, STACEY			1
	CLASS database		1
EBERLE, TAMARA			5
	Working with the Sunbelt Controls Vendor to install the database that controls the HVAC/heating/boilers, database (WebControl). Providing access, IP information, Mail server settings, learning the configuration, communicating with others in IT and at the Pool to coordinate the implementation.		5
BROUGHTON, JOSEPH			0.5
	garbage		0.5
JAEGER, BRIAN			6
	Grounds maintenance/mowing/trimming/blowing		2
	grounds maintenance/landscaping		4
TAKECHI, RICHARD			0.5
	MPD meeting - attendance & prep		0.5
HALE, PAULA			10
	daily deposit		10
MAY, KIRSTIN			4
	flyers for pool & bulletin board		4
MCCONNAUGHEY, SHERYL			9
	assist with projects at Pool		4
	painting at the pool		5
COMPTON, ERIC			1.25
	IT Phones		1.25
Grand Total			284.25

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2013 to March 31, 2013

Percent of year expired 25.00%

	BUDGET	Actual Results			Q1 TOTAL	YTD TOTAL	% of BUDGET
		JAN	FEB	MAR			
REVENUE							
TAX REVENUE	\$ 680,186	\$ -	\$ -	\$ 2,707	\$ 2,707	\$ 2,707	0.4%
PROGRAMS	180,000	851	550	15,171	16,573	16,573	9.2%
RENTALS	31,000	1,104	89	1,494	2,687	2,687	8.7%
SALE OF MERCHANDISE	-	-	-	73	73	73	0.0%
DONATIONS	-	-	2	3	5	5	0.0%
OPERATING LOAN	38,066	250,000	-	-	250,000	250,000	656.8%
TOTAL REVENUE	929,252	251,955	641	16,741	269,338	269,338	29.0%
EXPENDITURES							
ADMINISTRATION/OVERHEAD							
45 GROUND LEASE	10,950	-	-	-	-	-	0.0%
51 INTERLOCAL CITY FEES	90,000	7,500	7,500	7,500	22,500	22,500	25.0%
41 LEGAL FEES	6,240	-	726	-	726	726	11.6%
46 INSURANCE	9,912	8,672	-	-	8,672	8,672	87.5%
TOTAL ADMINISTRATION	117,102	16,172	8,226	7,500	31,898	31,898	27.2%
CAPITAL & DEBT SERVICE							
BRIDGE LOAN	88,245	-	-	-	-	-	0.0%
BOND PAYMENT	85,605	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	203,850	-	-	-	-	-	0.0%
OPERATIONS							
11 SALARIES	141,684	11,156	11,690	11,690	34,536	34,536	24.4%
12 EXTRA LABOR	118,000	-	871	8,713	9,584	9,584	8.1%
13 OVERTIME	-	-	-	-	-	-	0.0%
SALARIES & WAGES	259,684	11,156	12,561	20,403	44,120	44,120	17.0%
21 FICA	19,773	846	953	1,553	3,352	3,352	17.0%
23 PERS	15,106	804	850	963	2,617	2,617	17.3%
24 INDUSTRIAL INSURANCE	14,694	242	355	1,020	1,617	1,617	11.0%
25 LIFE,OPTICAL	1,263	94	109	107	310	310	24.5%
25 MEDICAL,DENTAL,LIFE,OPTICAL	30,939	2,398	2,578	2,578	7,554	7,554	24.4%
PERSONNEL BENEFITS	81,775	4,384	4,845	6,222	15,451	15,451	18.9%
31 OFFICE & OPERATING SUPPLIES	8,679	7,029	6,566	2,281	15,876	15,876	182.9%
31 CHEMICALS	6,500	-	530	199	730	730	11.2%
31 CENTRAL SUPPLIES	-	-	-	-	-	-	0.0%
SUPPLIES	15,179	7,029	7,096	2,480	16,605	16,605	109.4%
41 PROFESSIONAL SERVICES	100	-	0	465	465	465	465.3%
42 COMMUNICATION	4,000	117	117	395	629	629	15.7%
43 TRAVEL	-	-	-	-	-	-	0.0%
44 ADVERTISING	4,000	-	353	154	507	507	12.7%
45 OPERATING RENTALS & LEASES	400	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	103,120	2,364	1,032	7,058	10,454	10,454	10.1%
48 REPAIRS & MAINTENANCE	20,000	-	147	-	147	147	0.7%
49 MISCELLANEOUS	5,000	545	235	312	1,092	1,092	21.8%
49 CREDIT CARD FEES	3,400	19	43	284	346	346	10.2%
53 EXCISE TAX	-	-	-	-	-	-	0.0%
OTHER SERVICES & CHARGES	140,020	3,045	1,927	8,667	13,640	13,640	9.7%
TOTAL OPERATIONS	496,658	25,613	26,430	37,772	89,815	89,815	18.1%
TOTAL EXPENDITURES	817,610	41,785	34,656	45,272	121,713	121,713	14.9%
CHANGE IN FUND BALANCE	\$ 111,642	\$ 210,170	\$ (34,014)	\$ (28,531)	\$ 147,625	\$ 147,625	132.2%
BEGINNING FUND BALANCE		23,084	233,254	199,240	23,084	23,084	0.0%
ENDING FUND BALANCE	\$ 111,642	\$ 233,254	\$ 199,240	\$ 170,709	\$ 170,709	\$ 170,709	152.9%

Tukwila Metropolitan Parks District

Tukwila Pool Fee Revenues

1st Quarter 2013

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					258	\$1,032.00			761	\$3,044
2	Youth Drop-in					383	\$1,149.00			664	\$1,992
3	Sr Drop-in					110	\$330.00			468	\$1,404
4	Adult H2OX Drop-in					12	\$72.00			43	\$258
5	Sr. H2OX Drop-in					10	\$50.00			22	\$110
6	Misc. Drop-ins					23	\$27.00			14	\$35
7	Subtotal Drop-ins					796	\$2,660.00	\$5,100	52%	1972	\$6,843
8	Youth 1 Month Pass	2	46	4	\$124	6	\$170			6	\$174
9	Adult 1 Month Pass	7	\$238	1	\$36	8	\$274			12	\$492
10	Sr. 1 Month Pass	3	\$69	1	\$30	4	\$99			8	\$245
11	Youth 3 Month Pass	0	\$0	0	\$0	0	\$0			2	\$139
12	Adult 3 Month Pass	0	\$0	0	\$0	0	\$0			5	\$535
13	Sr. 3 Month Pass	5	\$305	2	\$156	7	\$461			8	\$570
14	Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15	Adult 6 Month Pass	1	\$182	0	\$0	1	\$182			1	\$206
16	Sr. 6 Month Pass	0	\$0	0	\$0	0	\$0			1	\$121
17	Youth 12 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
18	Adult 12 Month Pass	5	\$1,415	0	\$0	5	\$1,415			2	\$616
19	Sr. 12 Month Pass	5	\$810	4	\$864	9	\$1,674			7	\$1,399
20	Youth 10 Punch Pass	4	\$88	8	\$200	12	\$288			6	\$162
21	Adult 10 Punch Pass	9	\$279	6	\$210	15	\$489			40	\$1,440
22	Senior 10 Punch Pass	4	\$88	8	\$200	12	\$288			36	\$972
23	Youth 20 Punch Card	0	\$0	0	\$0	0	\$0			1	\$54
24	Adult 20 Punch Card	0	\$0	1	\$75	1	\$75			5	\$360
25	Senior 20 Punch Pass	0	\$0	3	\$165	3	\$165			13	\$702
26	Adult H2OX 10 visit	1	\$48	1	\$50	2	\$98			5	\$260
27	Sr. H2OX 10 visit	1	\$38	1	\$39	2	\$77			5	\$210
28	Adult H2OX 20 visit	0	\$0	0	\$0	0	\$0			1	\$104
29	Sr. H2OX 20 visit	1	\$79	0	\$0	1	\$79			1	\$84
30	Subtotal Pass Sales	48	\$3,685	40	\$2,149	88	\$5,834	\$6,000	97%	165	\$8,845
31	All Pass Scans	317		415		732				3448	
32	Swim Lessons	436	\$2,396	434	\$2,604	870	\$5,000			2,347	\$14,031
33	Private Lessons	4	\$100	2	\$60	6	\$160			3	\$75
34	Semi Private Lessons	0	\$0	0	\$0	0	\$0			0	\$0
35	Subtotal Lessons	440	\$2,496	436	\$2,664	876	\$5,160	\$12,900	40%	2349.95	\$14,106
36	Total Programs	Drop-ins, Pass Sales & Lessons				2,404	\$13,654.17	\$24,000	57%	7,770	\$29,794
37	One Time Rentals	#		#		Visits				Visits	
38	Rentals -Special Int. Grps	1	\$110	3	\$480	340	\$590.00			430	\$1,561
40	Lockers	0	\$0	4	\$2,445	2,680	\$2,445.00			14956	\$10,466
41	Subtotal Rentals	1	\$110	3	\$2,925	3,020	\$3,141	\$8,500	37%	15,794	\$12,129
42	Vending					\$74	\$400.00	1.22%		\$354	
43	Donations					\$20.68	\$0.00	0.00%		\$13	
44	Merchandise					\$46.00	\$0.00	0.00%		\$0	
45	Subtotal Other					\$94.18	\$400.00	24%		\$366	
46	Estimated Visits					5,424				23,564	
47	Total Revenue Earned					\$16,889.60	\$32,900	51%		\$42,289.40	

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

ITEM NO

6.C.

TO: Tukwila Pool Advisory Committee
FROM: Bryan Nelson - Chair
DATE: 3/31/13
SUBJECT: Tukwila Pool Advisory Committee Meeting

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

AGENDA

Wed, April 3rd, 2013

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – March 20, 2013

Business Items:

- 1) CIP Outstanding items
- 2) Marketing Update: Grand Opening: Outstanding Items: STP Coordination
- 3) Future Agenda Items: May:
 - OPMA training update
 - Review Bylaws: Telecommunications considered valid quorum? Addition of secretary position, Re-elect, Re-new officers
 - Establish long-term Agenda/Priorities/Work Plan: Post Board Retreat Items

Other

Next Meeting: April 3, 2013

Adjournment

MINUTES
TUKWILA POOL ADVISORY COMMITTEE
APRIL 3, 2013
TUKWILA COMMUNITY CENTER MEETING ROOM "B"
DRAFT

ATTENDANCE: Jeri Frangello-Anderson, Rick Still, Stephanie Gardner, Verna Seal, Bryan Nelson and Vanessa Zaputil (via phone call in)

Call to Order: 7:05

Approval of March 20th Meetings: Jeri noted that Stephanie's name was misspelled and needed to be corrected. There were no other corrections. Jeri Frangello-Anderson made motion to accept the March 20th meeting minutes as amended and Vanessa Zaputil seconded.

Business Items:

- 1) **CIP Outstanding Items:** Rick made mention that McKinstry is still wrapping up things at the Tukwila Pool. Virtual Server has had some tweaks for Robert to be able to adjust from his desk. Touch up painting, refinishing bleachers, door replacements or refinish as necessary. Rick made the comment that citizens have made comment about how the floor now shows dirt more easily and they are currently working on cleaning solutions that will work best for the new floor. Vanessa made mention that she has heard comments about the water looking super clean, but that the inside still seems very hot as before. Rick mentioned that he has also heard this and they are still tweaking the system. Vanessa also noted that she noticed that the doors between the lobby and pool are now being kept shut which is awesome and helps control the area better. Rick also commented about the pool cover received was not for the Tukwila Pool, still waiting for the replacement cover. Bryan asked about the warranty period on all the items that were replaced, Rick commented that McKinstry's warranty period is one year from the completion date of 3/8.
Rick also reported that staffing has been a challenge since the pool's re-opening, in need of more day workers. The challenges are that the Tukwila Pool pays less for lifeguards and instructors, than other pools and current staffing in school. The current need is Lifeguards and instructors. Rick noted that there is talk of partnering with other pools to work together to share staff.
- 2) **Marketing Update:** Grand Opening: Outstanding Items: STP Coordination: Jeri Frangello-Anderson reported that STP decided to drop the dunk tank idea for the Grand re-opening April Pools day due to the fact that the STP group thought that the Dunk Tank idea would be better utilized at a summer event, like Touch a Truck, Children's Festival and possibly even the 4th of July at Fort Dent. STP decided to sponsor "Walk the Plank" for the grand Re-Opening of the

Tukwila Pool, which would consist of selling raffle tickets to patrons and they would drop in the appropriate container for who they wanted to see walk the plank. Details to be finalized by STP on Saturday April 6th for the full implementation. Ideas were discussed about the possibility of a Pirate theme. Verna indicated that there was excitement among the commissioners. All the money raised by STP will be donated to the Pool Scholarship Program.

Stephanie handed out the flyer that will be issued in the packback express. The flyer will be distributed the Monday before the event, with the added notation about parking. Staff has partnered with Showalter and the Tukwila Village site for additional parking and signs will be posted clearly. Vanessa asked about how parking for seniors and disabled patrons will work. Stephanie mentioned that there would be parking spaces available. Stephanie noted that the first press release will go out this week. Stephanie and staff are working with Verna to outline the full day events. Stephanie asked to receive all the TPAC members shirt sizes for T-shirts. Vanessa asked if Bryan would be speaking on behalf of TPAC, Verna commented that she will be recognizing TPAC and STP. Robert will be available to give tours down below the pool for patrons interested. Stephanie indicated that there will be picture boards displaying before and after shots of the pool. Vanessa asked about the possibility of having slots for flyers and scholarship applications on the wall for easy access for all to take. Vanessa also made the suggestion of possibly using the "splash" in the logo to be bullet points for place holders for position the flyers and scholarship applications.

3) **Future Agenda Items:**

OPMA training to be scheduled in the next couple of months.

Review Bylaws, Vanessa noted that she had found language that we could add to our bylaws regarding members phoning in to a meeting.

Relection of Officers: This is to be done annually, at this time it is flexible. Rick noted that for other committees it usually is done in January.

Guidance from the MPD board may not happen until May/June due to concentration on Grand Re-opening and getting through all the details from the MPD Retreat.

Bryan suggested that the TPAC May meeting be held off site to celebrate all the accomplishments in the last year and the anniversary of the first year of TPAC. Vanessa also mentioned that a work session might be a good idea for TPAC/STP involvement for reviewing the Pool Comparison.

Vanessa did ask Stephanie if she had a chance to find the current Policy and Procedures for comparison with the Pool Comparison to be able to compare what was already in place for the Tukwila Pool, Verna was concerned about posting policy and procedures.

Jeri Frangello-Anderson made motion to adjourn and Vanessa Zaputil seconded.

Meeting adjourned: 8:20 am

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: May 12, 2013

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the May meeting held at The Pancake Chef

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date May 08, 2013

DISCUSSION

- 1) The annual election of officers was held. Vanessa Zaputil agreed to continue as co-chair and Jeri Frangello-Anderson will continue performing the recording secretary's duties as well. I was nominated and accepted the chairperson role for the next year. We all thanked Bryan for leading the committee this past year and are looking forward his continued support as we continue on.
- 2) Rick Still informed us he had received a notice of resignation from Vida Verdier due to health issues. He briefly explained the process for selecting a new member to join our committee. We all wish Vida well and a speedy recovery back to good health and thank her for all of her help and support during our 1st year.
- 3) We began a discussion from our best practices gap analysis of what would be the best approach to obtain, evaluate and incorporate patron feedback and ideas. We are working on a suggestion box idea we hope to complete and present at the June Board meeting.
- 4) TPAC asked Rick if it would be possible to consider hiring Kevin Johnston to come visit our facility and perform an evaluation of operations with recommendations to enhance revenues, programming, marketing or other efficiencies. Those of us that attended the retreat for the Des Moines MPD were impressed with his overall knowledge of aquatic facilities. Rick said he is one of the top experts in the country. TPAC would like to request the Board consider the opportunity to have Kevin evaluate our newly renovated facility so we may better serve our community.

- 5) TPAC briefly discussed the Executive Director Job description. Currently we are seeking guidance for job description and duties in comparison with our needs and requirements. All input is welcome.

ATTACHMENTS