


INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: June 12, 2013

SUBJECT: 2014 Program Fees and Budget Process

ISSUE

Provide direction for Program Fees and Budget Process review.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Tukwila Metropolitan Park District Budget is adopted annually at the December meeting, this year the 2014 budget is scheduled to be adopted at the November 18, 2013 meeting. A program and fees review is considered when developing the budget. This memo provides the budget process timeline as well as recommendations to include the Tukwila Pool Advisory Committee (TPAC) in the review process. Staff has considered important dates related to internal program planning procedures, such as brochure publication dates.

DISCUSSION

Below is the proposed annual budget process timeline.

August 2013

- 1. Preliminary 2014 Programs and Fees Review:** Review types of programs (swim lessons, rentals, events) and a proposed fee schedule for 2014 and offer direction to staff. *Staff recommends TPAC review the presentation and prepare their recommendation at the August TPAC meeting and deliver their recommendation to staff for the October MPD Meeting.*
- 2. 2014 Preliminary Budget Review and Direction:** Review Line Item Budget, 5-Year Model and 20-Year Financial Plan and offer direction to staff.

October 2013

- 1. 2014 Program Fees:** Adopt 2014 Program Fees. Note: for publication of new fees in the January Tukwila Parks and Recreation Program Guide, fees need to be adopted by October MPD Meeting.
- 2. Proposed 2014 Budget:** Approve the Line Item Budget, 5-Year Model and 20-Year Financial Plan that reflects direction(s) from the MPD Board as addressed at the August 2013 MPD Meeting.
- 3. Public Hearing:** 2014 Budget, Tax Levy Increase (1%).

November 2013

1. **2014 Budget Resolution:** Adopt 2014 Budget and 2014 Tax Levy.

December 2013

RECOMENDATION

Staff recommends approving the budget timeline listed above to facilitate an efficient budget planning and review process.

ATTACHMENTS