

## INFORMATIONAL MEMORANDUM

### Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: De'Sean Quinn, MPD Board President

DATE: January 22, 2014

SUBJECT: Request for administrative overhead and operating supplies budget

#### ISSUE

Should the Executive Director have the ability to purchase operating supplies and equipment that support the performance of her duties?

#### FINANCIAL IMPACT

Estimated cost for 2014: \$5,000

#### BACKGROUND

The naturally occurring costs to supporting the Executive Director position (such as telephone, computer and general office supplies) are not covered in the current budget.

#### RECOMMENDATION

The Board is asked to establish a budget line and purchasing authority for the Executive Director. Purchases would be secondarily approved by the Board President or his designee.

It is estimated that purchases in 2014 will probably break down as follows:

Computer & software (office suite + security)	\$1500
Cell Phone	\$200
General Office Supplies (paper, envelopes, ink)	\$600
Cell Plan, including WiFi for computer	\$1500
Printer/Scanner/Copier	\$500
Business Cards	\$100
Miscellaneous (postage, parking, mileage, tolls, etc.)	\$600
<b>Total</b>	<b>\$5000</b>

#### ATTACHMENTS

None