


# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: January 15, 2014

SUBJECT: Operations Report

### ISSUE

Staff update on pool operations

### FINANCIAL IMPACT

No financial impact

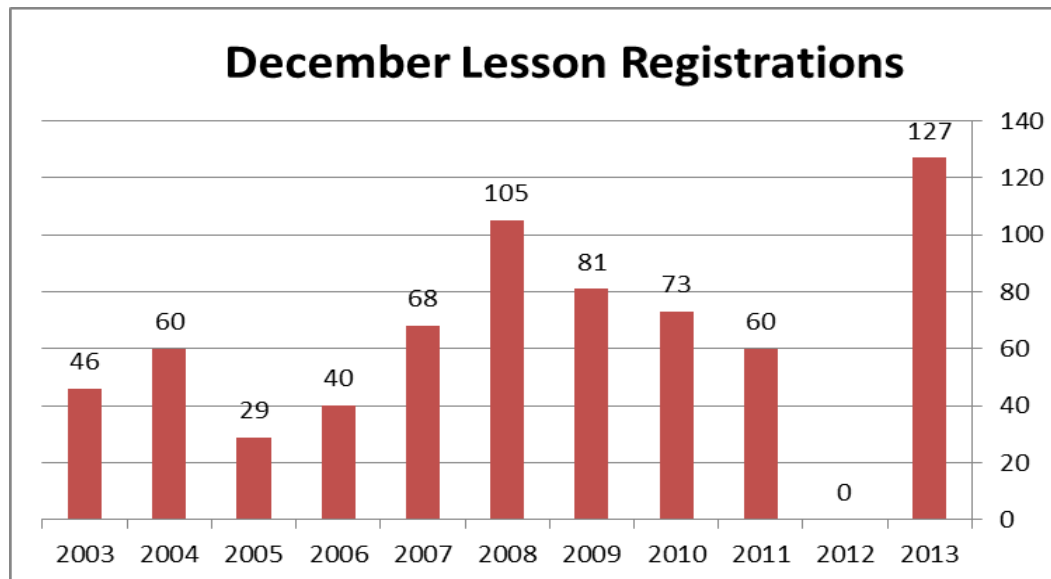
### BACKGROUND

This Informational Memorandum is to update the Board on Operations and Other Items.

### DISCUSSION

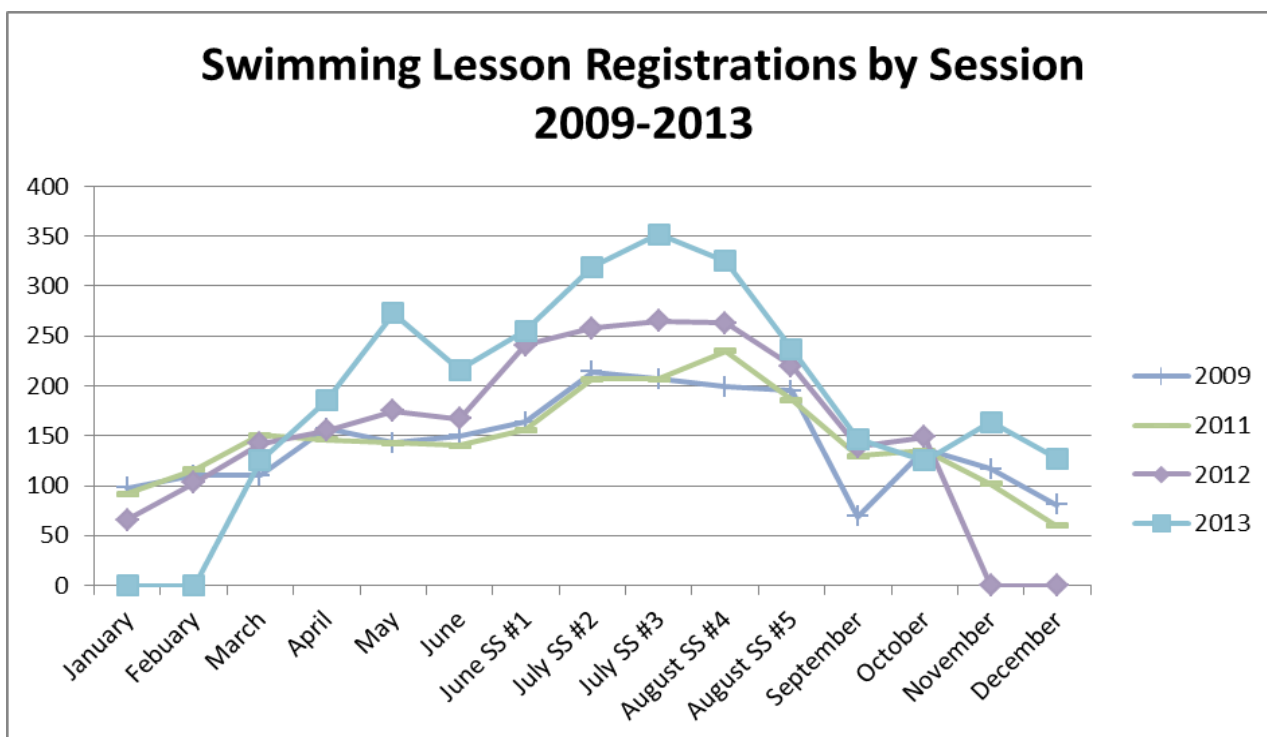
**Revenues:** December revenues totaled \$30,586.79. December 2013 revenues were 133% better than the best previous December revenues (2004). The increases were due to swim lesson participation and a large rental contract payment being received before the end of the year. 2013 revenue totaled \$233,155; the revenue goal was \$211,000. The revenue goal was exceeded for the by \$22,155 or 10.5%.

**Swimming Education Programs:** December 2013 had 127 swimming lesson registrants. Tukwila residents accounted for 63% percent of December registrants. The table below demonstrates lesson registrations for the month of December throughout the past 10 years.





The table below demonstrates lesson registrations by session throughout the past four years. In 2013 there was a 21.64% increase in participation over 2012.



As part of the swimming education program at the Pool the American Red Cross Lifeguard Training course was offered in December, six lifeguard candidates successfully completed the course. Tukwila Pool also offered an American Red Cross Water Safety Instructor course over winter break; seven instructor candidates successfully completed the training. In the process of implementing these two courses, **Aquatics Specialist Amy Kindell**, completed the vigorous Water Safety Instructor Trainer Mentorship program and **is now a Water Safety Instructor Trainer**.

**Pass Sales:** Thirty-eight passes were sold in December 2013, with 22 of those passes purchased by Tukwila Residents. The New Year Pass Special started December 15<sup>th</sup> and will be offered through January 31<sup>st</sup>. During this time participants can purchase a 12 month pass and receive a discount of \$50 off the regular price. This is a great opportunity for the New Year's Resolution crowd and brings the cost per visit down from the regular price to nearly a \$1 less per visit if participants visit just 2 times per week.

**Partnerships:** The partnership between Tukwila School District, Foster High School and the Tukwila Pool continues to be successful for High School PE classes. Staff is preparing for final grading and the new semester which begins January 28<sup>th</sup>. With full classes in the new semester, the potential need for donations towards swim suits cost would be up to approximately of \$2,200. This estimated figure is likely high due to the possibility that some students will not have a need for swim attire.

Global 2 Local continues to be a strong supporter of the pool by recruiting participants for swimming lessons and programs. Staff is also working with Global 2 Local to identify potential lifeguard candidates within their programs and work to create a training program to prepare them to take lifeguard training in the coming year.



Seattle Children's Hospital and Seattle/King County Health Department continue to work closely with staff on the Community Transformation Grant work.

In December, staff partnered with Lindbergh Pool through the American Red Cross to offer a Water Safety Instructor Training course at the Tukwila Pool.

**Pool Slide Update:** Work has been completed to prepare the slide for approval for use by the King County Public Health. Staff is coordinating with contractors and the Health Department to be able to receive the final stamp of approval. Staff is planning festivities for when the slide is once again in service.

**Success Story Headlines:**

- 2013 Pool Revenues exceeded the revenue goal by 10.5% in 2013!
- Two Foster High School PE class participants successfully completed Lifeguard Training in December 2013.
- All Foster High School PE class participants now have the skills to pass the swim test and enjoy safely swimming in all areas of the pool!
- Six Lifeguard Candidates successfully completed their Lifeguard Training at the Tukwila Pool in December 2013.
- Seven Water Safety Instructor Candidates successfully completed their Water Safety Instructor training at the Tukwila Pool in December 2013.
- Tukwila Pool now has two Water Safety Instructor Trainers!
- Tukwila Pool will be highlighted in the January edition of the Tukwila Reporter.

**Energy Savings & Trends**

At the December 16, 2013 MPD Board meeting, discussion occurred related to energy savings and the use of the Pool Cover. Staff has completed an analysis of overall energy savings to date. The Energy Trends table below demonstrates a total energy savings of \$32,259 in 2013. The energy savings exceeds Mckinstry's annual energy savings guarantee estimate by \$2,259.

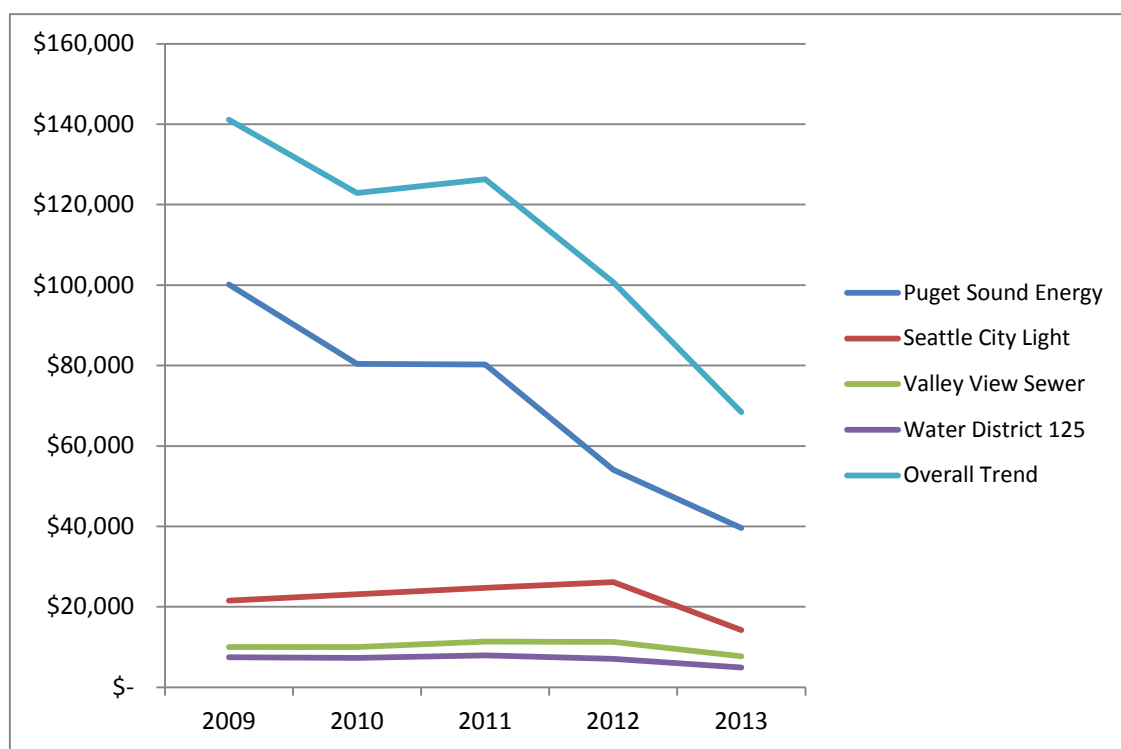
Depending upon the goal of using the pool cover one would get different answers. Does the MPD want to reduce costs? Or does the MPD want to reduce energy usage. The labor cost associated with putting on and taking off the pool cover costs approximately the same as the engineers estimate for the energy use savings, approximately \$8,500/year.

To determine the actual energy saving, a study could be conducted to gather the necessary information to accurately track energy savings when the pool cover is being utilized verses not being used. The study would be a comparison of two equal time periods, one using the covers and one without using them. During the testing time, water and gas meter readings would need to be time-stamp recorded first thing in the morning when the pool cover is removed and again when it was deployed at night. Outside air temperatures and humidity would also need to be recorded. Once the necessary information has been gathered, it can be determined whether or not there are additional energy savings from using the cover. This study has not been conducted but staff has been working towards achieving this work effort.

The table and graphic below illustrates energy costs throughout the past five years and demonstrates the savings that have occurred in 2013.



<b>Energy Trends</b>					
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Puget Sound Energy	\$ 100,125	\$ 80,402	\$ 80,280	\$ 54,076	\$ 39,580
Seattle City Light	\$ 21,545	\$ 23,117	\$ 24,738	\$ 26,191	\$ 14,221
Valley View Sewer	\$ 10,002	\$ 9,994	\$ 11,321	\$ 11,296	\$ 7,668
Water District 125	\$ 7,440	\$ 7,335	\$ 7,944	\$ 7,087	\$ 4,921
Overall Trend/Total	\$ 141,121	\$ 122,858	\$ 126,294	\$ 100,662	\$ 68,403



**ATTACHMENTS**

- A. 2013 4<sup>th</sup> Quarter Programs Report
- B. 2013 Annual Programs Report
- C. 2013 4<sup>th</sup> Quarter Financial Report
- D. October, November & December Support Services Summary





Tukwila Metropolitan Parks District  
Tukwila Pool Fee Revenues  
4th Quarter 2013

Attachment A

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					503	\$2,012.00			225	\$900
2	Youth Drop-in					561	\$1,683.00			226	\$678
3	Sr Drop-in					285	\$855.00			252	\$756
4	Adult H2OX Drop-in					15	\$90.00			12	\$72
5	Sr. H2OX Drop-in					15	\$75.00			22	\$110
6	Misc. Drop-ins					203	\$307.00			39	\$71
7	<b>Subtotal Drop-ins</b>					<b>1,582</b>	<b>\$5,022.00</b>	\$5,600	90%	776	\$2,587
8	Youth 1 Month Pass	2	\$56	2	\$70	4	\$126			3	\$98
9	Adult 1 Month Pass	5	\$195	2	\$98	7	\$293			5	\$215
10	Sr. 1 Month Pass	5	\$140	3	\$105	8	\$245			7	\$224
11	Youth 3 Month Pass	0	\$0	2	\$80	2	\$80			0	\$0
12	Adult 3 Month Pass	15	\$795	7	\$372	22	\$1,167			1	\$105
13	Sr. 3 Month Pass	8	\$424	7	\$323	15	\$747			1	\$83
14	Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15	Adult 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
16	Sr. 6 Month Pass	1	\$121	1	\$152	2	\$273			0	\$0
17	Youth 12 Month Pass	2	\$256	0	\$0	2	\$256			0	\$0
18	Adult 12 Month Pass	1	\$308	0	\$0	1	\$308			0	\$0
19	Sr. 12 Month Pass	4	\$712	1	\$186	5	\$898			4	\$828
20	Youth 10 Punch Pass	2	\$54	5	\$150	7	\$204			1	\$27
21	Adult 10 Punch Pass	15	\$540	7	\$280	22	\$820			12	\$444
22	Senior 10 Punch Pass	11	\$297	11	\$330	22	\$627			8	\$240
23	Youth 20 Punch Card	0	\$0	1	\$60	1	\$60			0	\$0
24	Adult 20 Punch Card	1	\$72	1	\$80	2	\$152			2	\$160
25	Senior 20 Punch Pass	1	\$54	6	\$360	7	\$414			4	\$228
26	Adult H2OX 10 visit	1	\$52	1	\$55	2	\$107			0	\$0
27	Sr. H2OX 10 visit	1	\$42	1	\$44	2	\$86			1	\$44
28	Adult H2OX 20 visit	1	\$104	0	\$0	1	\$104			0	\$0
29	Sr. H2OX 20 visit	0	\$0	0	\$0	0	\$0			0	\$0
30	<b>Subtotal Pass Sales</b>	<b>76</b>	<b>\$4,222</b>	<b>58</b>	<b>\$2,745</b>	<b>134</b>	<b>\$6,967</b>	\$9,600	73%	49	\$2,696
31	All Pass Scans	702		1,073		1,775				1351	
32	Swim Lessons	1,612	\$8,869	1,039	\$6,408	2,651	\$15,277			1,480	\$8,657
33	Private Lessons	5	\$125	12	\$360	17	\$485			0	\$0
34	Semi Private Lessons	0	\$0	0	\$0	0	\$0			0	\$0
35	<b>Subtotal Lessons</b>	<b>1,617</b>	<b>\$8,994</b>	<b>1,051</b>	<b>\$6,768</b>	<b>2,668</b>	<b>\$15,762</b>	\$12,700	124%	1480	\$8,657
36	<b>Total Programs</b>	Drop-ins, Pass Sales & Lessons				6,025	\$27,750.71	\$27,900	99%	2,305	\$13,940
37	One Time Rentals	3	\$490	1	\$140	75	\$630			170	\$445
38	Rentals -Special Int. Grps	8	\$16,604	8	\$11,141	19,090	\$27,745			273	\$1,271
40	Lockers					1,004	\$251			449	\$112
41	<b>Subtotal Rentals</b>	<b>3</b>	<b>\$17,094</b>	<b>1</b>	<b>\$11,281</b>	<b>4</b>	<b>\$28,626</b>	\$17,000	168%	<b>892</b>	<b>\$1,828</b>
42	Vending						\$672	\$300	1%		\$501
43	Donations						\$1,689	\$0	0%		\$2
44	Merchandise						\$397	\$0	0%		\$362
45	Scholarships					39	\$1,656	\$0	0%		\$0
46	<b>Subtotal Other</b>						<b>\$4,414</b>	\$300	1%		\$865
47	Estimated Visits					18,099				3,052	
48	<b>Total Revenue Earned</b>					<b>\$58,032.55</b>		\$45,000	129%	<b>\$15,767.75</b>	
49	<b>2012 Revenue Goal</b>									<b>YTD</b>	
50	\$211,000.00					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	\$243,235.65	
51						YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	% of goal	
52						\$16,889.60	\$87,521.86	\$185,203.11	\$243,235.65	115.28%	



Tukwila Metropolitan Parks District

Tukwila Pool Fee Revenues

2013

Annual Report

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual		
		#	\$	#	\$	#	\$			#	\$	
1	Drop-ins					2,620	\$10,480.00			3013	\$12,052	
2	Youth Drop-in					4,284	\$12,852.00			3935	\$11,805	
3	Sr Drop-in					1,221	\$3,663.00			1826	\$5,478	
4	Adult H2OX Drop-in					99	\$594.00			120	\$720	
5	Sr. H2OX Drop-in					106	\$530.00			115	\$575	
6	Misc. Drop-ins					810	\$1,433.00			309	\$618	
7	<b>Subtotal Drop-ins</b>					<b>9,140</b>	<b>\$29,552.00</b>	\$31,000	95%	<b>9,318</b>	<b>\$31,248</b>	
8	Pass Sales	Youth 1 Month Pass	44	\$1,195	18	\$614	62	\$1,809		34	\$1,028	
9		Adult 1 Month Pass	48	\$1,819	15	\$619	63	\$2,438		63	\$2,591	
10		Sr. 1 Month Pass	30	\$806	11	\$380	41	\$1,186		31	\$961	
11		Youth 3 Month Pass	6	\$396	2	\$80	8	\$476		2	\$139	
12		Adult 3 Month Pass	19	\$1,215	12	\$1,022	31	\$2,237		18	\$2,035	
13		Sr. 3 Month Pass	18	\$1,059	18	\$806	36	\$1,865		16	\$1,166	
14		Youth 6 Month Pass	1	\$121	0	\$0	1	\$121		0	\$0	
15		Adult 6 Month Pass	1	\$182	1	\$236	2	\$418		3	\$580	
16		Sr. 6 Month Pass	2	\$242	4	\$603	6	\$845		4	\$527	
17		Youth 12 Month Pass	2	\$256	0	\$0	2	\$256		0	\$0	
18		Adult 12 Month Pass	7	\$2,031	1	\$388	8	\$2,419		4	\$1,312	
19		Sr. 12 Month Pass	16	\$2,777	15	\$3,278	31	\$6,055		23	\$4,542	
20		Youth 10 Punch Pass	26	\$682	30	\$800	56	\$1,482		27	\$750	
21		Adult 10 Punch Pass	76	\$2,661	24	\$920	100	\$3,581		119	\$4,384	
22		Senior 10 Punch Pass	33	\$871	41	\$1,185	74	\$2,056		107	\$3,003	
23		Youth 20 Punch Card	1	\$54	4	\$240	5	\$294		2	\$108	
24		Adult 20 Punch Card	6	\$432	11	\$863	17	\$1,295		28	\$2,112	
25		Senior 20 Punch Pass	9	\$486	15	\$885	24	\$1,371		45	\$2,526	
26		Adult H2OX 10 visit	6	\$308	10	\$535	16	\$843		15	\$798	
27		Sr. H2OX 10 visit	8	\$332	5	\$215	13	\$547		14	\$594	
28		Adult H2OX 20 visit	1	\$104	0	\$0	1	\$104		2	\$214	
29		Sr. H2OX 20 visit	5	\$415	2	\$176	7	\$591		3	\$256	
30		<b>Subtotal Pass Sales</b>	<b>365</b>	<b>\$18,443</b>	<b>239</b>	<b>\$13,845</b>	<b>604</b>	<b>\$32,288</b>	\$32,900	98%	<b>560</b>	<b>\$29,626</b>
31		All Pass Scans	3,991		5,129		9,120				11,796	
32		Lessons	Swim Lessons	11,374	\$62,556	8,008	\$50,085	19,382	\$112,641		18,978	\$111,214
33			Private Lessons	20	\$500	20	\$600	40	\$1,100		60	\$1,500
34			Semi Private Lessons	0	\$0	3	\$105	3	\$105		9	\$310
35		<b>Subtotal Lessons</b>	<b>11,394</b>	<b>\$63,056</b>	<b>8,031</b>	<b>\$50,790</b>	<b>19,425</b>	<b>\$113,846</b>	\$98,500	116%	<b>19,047</b>	<b>\$113,024</b>
36		<b>Total Programs</b>	Drop-ins, Pass Sales & Lessons				<b>37,685</b>	<b>\$175,686.47</b>	\$162,400	108%	<b>28,925</b>	<b>\$173,898</b>
37	Rentals	#		#		Visits				Visits		
38		One Time Rentals	19	\$2,312	14	\$2,268	1,445	\$4,580		1,865	\$5,926	
39		Rentals -Special Int. Grps	15	\$23,084	52	\$26,541	39,194	\$49,625		33,991	\$24,563	
40	Lockers					4,868	\$1,393			3,956	\$989	
41	<b>Subtotal Rentals</b>	<b>19</b>	<b>\$25,396</b>	<b>14</b>	<b>\$28,809</b>	<b>33</b>	<b>\$55,598</b>	\$46,900	119%	<b>39,812</b>	<b>\$31,478</b>	
42	Other	Vending					\$1,864	\$1,300	3%		\$698	
43		Donations					\$2,920	\$0	0%		\$4	
44		Merchandise					\$2,431	\$0	0%		\$1,113	
45		Scholarships					170	\$7,541	\$0	0%		\$0
46	<b>Subtotal Other</b>						<b>\$14,755</b>	\$1,200	1230%		\$702	
47	Estimated Visits					71,233				67,230		
48	<b>Total Revenue Earned</b>						<b>\$243,235.65</b>	\$211,000	115%	<b>\$205,376.25</b>		

**TUKWILA POOL MPD**  
**Revenues, Expenditures and Fund Balance**  
**January 1, 2013 to November 30, 2013**

Percent of year expired 91.67%

	BUDGET	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	ACTUALS OCT	ACTUALS NOV	YTD TOTAL	% of BUDGET
<b>REVENUE</b>								
TAX REVENUE	\$ 680,186	\$ -	\$ 360,602	\$ 7,483	\$ 179,014	\$ 133,076	\$ 680,176	100.0%
PROGRAMS	180,000	16,573	62,079	76,095	9,970	9,031	173,747	96.5%
RENTALS	31,000	2,870	8,280	6,357	3,970	3,141	24,619	79.4%
SCHOLARSHIPS USED	-	-	(1,570)	(4,317)	(660)	(908)	(7,454)	0.0%
OTHER	-	(183)	427	(124)	(18)	(14)	88	0.0%
SALE OF MERCHANDISE	-	73	461	666	119	126	1,445	0.0%
SALE OF SWIM MERCHANDISE	-	-	-	716	213	57	986	0.0%
DONATIONS	-	5	1,199	12	1,569	145	2,930	0.0%
OPERATING LOAN	38,066	250,000	-	-	-	-	250,000	656.8%
<b>TOTAL REVENUE</b>	<b>929,252</b>	<b>269,338</b>	<b>431,477</b>	<b>86,888</b>	<b>194,178</b>	<b>144,654</b>	<b>1,126,536</b>	<b>121.2%</b>
<b>EXPENDITURES</b>								
<b>ADMINISTRATION/OVERHEAD</b>								
45 GROUND LEASE	10,950	-	-	10,950	-	-	10,950	100.0%
51 INTERLOCAL CITY FEES	90,000	22,500	22,500	22,500	7,500	7,500	82,500	91.7%
41 LEGAL FEES	6,240	726	350	-	-	672	1,748	28.0%
46 INSURANCE	9,912	8,672	-	-	-	-	8,672	87.5%
<b>TOTAL ADMINISTRATION</b>	<b>117,102</b>	<b>31,898</b>	<b>22,850</b>	<b>33,450</b>	<b>7,500</b>	<b>8,172</b>	<b>103,870</b>	<b>88.7%</b>
<b>CAPITAL &amp; DEBT SERVICE</b>								
BRIDGE LOAN PAYMENT	88,245	-	19,406	30,364	10,121	10,121	70,013	79.3%
BOND PAYMENT	85,605	-	56,565	-	-	56,565	113,130	132.2%
CIP RESERVE	30,000	-	-	-	-	-	-	0.0%
<b>TOTAL CAPITAL &amp; DEBT SERVICE</b>	<b>203,850</b>	<b>-</b>	<b>132,536</b>	<b>30,364</b>	<b>10,121</b>	<b>66,686</b>	<b>183,143</b>	<b>89.8%</b>
<b>OPERATIONS</b>								
11 SALARIES	141,684	27,018	35,070	35,849	11,923	11,923	121,783	86.0%
12 EXTRA LABOR	118,000	9,584	37,966	48,466	13,853	10,712	120,581	102.2%
13 OVERTIME	-	-	-	1,247	152	195	1,594	0.0%
<b>SALARIES &amp; WAGES</b>	<b>259,684</b>	<b>36,603</b>	<b>73,036</b>	<b>85,562</b>	<b>25,928</b>	<b>22,830</b>	<b>243,959</b>	<b>93.9%</b>
21 FICA	19,773	2,784	5,564	6,523	1,976	1,759	18,605	94.1%
23 PERS	15,106	1,870	2,931	3,838	1,345	1,280	11,264	74.6%
24 INDUSTRIAL INSURANCE	14,694	1,617	5,145	5,072	1,502	1,204	14,540	99.0%
25 LIFE, OPTICAL	1,263	252	322	325	108	108	1,115	88.3%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,939	6,029	7,735	7,735	2,578	2,578	26,655	86.2%
<b>PERSONNEL BENEFITS</b>	<b>81,775</b>	<b>12,552</b>	<b>21,698</b>	<b>23,491</b>	<b>7,509</b>	<b>6,929</b>	<b>72,179</b>	<b>88.3%</b>
31 OFFICE & OPERATING SUPPLIES	8,679	15,876	(10,385)	5,372	2,001	699	13,563	156.3%
31 CHEMICALS	6,500	730	997	3,427	613	397	6,163	94.8%
34 RESALE PURCHASES	-	-	840	1,706	-	120	2,666	0.0%
<b>SUPPLIES</b>	<b>15,179</b>	<b>16,605</b>	<b>(8,549)</b>	<b>10,505</b>	<b>2,614</b>	<b>1,216</b>	<b>22,392</b>	<b>147.5%</b>
41 PROFESSIONAL SERVICES	100	465	2,324	-	-	5,849	8,638	8638.1%
42 COMMUNICATION	4,000	629	475	436	200	275	2,015	50.4%
44 ADVERTISING	4,000	507	2,842	1,667	-	-	5,016	125.4%
45 OPERATING RENTALS & LEASES	400	-	-	297	-	-	297	74.2%
47 PUBLIC UTILITY SERVICES	103,120	10,454	20,671	17,539	4,145	5,900	58,709	56.9%
48 REPAIRS & MAINTENANCE	20,000	147	3,119	5,556	774	1,426	11,022	55.1%
49 MISCELLANEOUS	5,000	1,092	1,928	1,228	299	350	4,897	97.9%
49 CREDIT CARD FEES	3,400	346	1,416	1,870	368	220	4,220	124.1%
53 EXCISE TAX	-	-	-	-	-	-	-	0.0%
<b>OTHER SERVICES &amp; CHARGES</b>	<b>140,020</b>	<b>13,639</b>	<b>32,775</b>	<b>28,593</b>	<b>5,785</b>	<b>14,021</b>	<b>94,814</b>	<b>67.7%</b>
<b>TOTAL OPERATIONS</b>	<b>496,658</b>	<b>79,400</b>	<b>118,960</b>	<b>148,151</b>	<b>41,836</b>	<b>44,996</b>	<b>433,343</b>	<b>87.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>817,610</b>	<b>111,298</b>	<b>274,346</b>	<b>211,965</b>	<b>59,458</b>	<b>119,854</b>	<b>720,356</b>	<b>88.1%</b>
CHANGE IN FUND BALANCE	111,642	158,040	157,131	(125,077)	134,720	24,800	406,180	363.8%
BEGINNING FUND BALANCE	197,605	56,125	214,165	427,861	302,784	437,505	56,125	28.4%
<b>ENDING FUND BALANCE</b>	<b>\$ 309,247</b>	<b>\$ 214,165</b>	<b>\$ 371,296</b>	<b>\$ 302,784</b>	<b>\$ 437,505</b>	<b>\$ 462,305</b>	<b>\$ 462,305</b>	<b>149.5%</b>

Tukwila Metropolitan Park District  
 Support Services Summary  
 October 2013

PER TASK	10 (Multiple Items)	Values	Sum of SALARIES & BENEFITS
<b>DEPT</b>	<b>Sum of HOURS</b>	<b>Sum of HOURS</b>	<b>Sum of SALARIES &amp; BENEFITS</b>
City Administrator/City Clerk	28.25	1,556.97	48.13
Human Resources	1.00	41.25	2,162.71
Finance	41.25	55.50	3,438.27
Parks and Recreation	55.50	42.00	2,481.97
Parks and Recreation	42.00	<b>168.00</b>	<b>\$9,688.05</b>
<b>Grand Total</b>	<b>168.00</b>		

Activity Date	(Multiple Items)	Activity Description	Total
<b>ALMBERG-DIDEON, DANA</b>		Produce & Distribute MPD packet	1
<b>CARLSEN, VICTORIA</b>		Board meeting	1
		Review STP list of questions	7
<b>CLINE, DAVID</b>		MPD Board Meeting	4
		MPD - Planning meeting	3
<b>EATON, ROBERT</b>		MPD Agenda prep	5
		PM = Warranty Work	4
		PM = Warranty Work 3hrs, FM = 1hr	4
		Warranty Work, slide, doors	3
		Warranty Work	1.5
		Warranty Work with Contractors	4
<b>FRICKE, KAREN</b>		MPD Payroll Processing	2
		MPD Payroll MPD Payroll Processing	1
<b>JUE, LILY</b>		Monthly MPD Bank Account Reconciliation (August 2013)	7
		MPD monthly bank reconciliation	3
<b>LAFLEUR, BRENDA</b>		MPD monthly bank reconciliation	4
			1

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	PER	10	
LAFLEUR, BRENDA	Pool recruitment process	1	
LE, BAO-TRAN		1.5	
	DIGITIZE documents	0.25	
	DIGITIZE agenda	1	
	Digitize audio	0.25	
MCCARTHY, PEGGY		7	
	MPD Meeting	3	
	Response to STP request	2	
	Budget, response to STP request	1	
	budget response to STP request	1	
		18.25	
O'FLAHERTY, CHRISTY		1	
	MPD: Respond to question from staff regarding budget public hearing for the MPD; Prepare draft legal notices for publication for the budget and tax levy		
	MPD: Receipt of 11 pages of draft minutes from contracted support; review and edit; distribute; Legal Notices: Receipt of language from Finance staff to finalize public hearing notices; transmit to Seattle Times	2	
	MPD: Final review and edits of 11-page MPD minutes for distribution to the Board	2	
	MPD: Send notice regarding MPD agenda items; communication with staff and Board President	0.5	
	MPD: Receive, review, print items for extensive MPD agenda	3	
	MPD: Receipt of public hearing comments for MPD meeting; communication with staff and Board President and Clerk; compile and review packet	2	
	MPD: Staff support for lengthy MPD meeting 7:45 p.m.-12:30 a.m., to include preparation of public comments sheets before meeting and cleanup and document assembly after meeting	4.75	
	MPD: Review raw notes and recording to prepare minute template for contractor for lengthy and complex meeting	3	
SAXTON, BARBARA		2.5	
	Proof/edit 9-16-13 MPD meeting minutes.	0.5	
	Review/edit (2) resolutions for MPD agenda packet.	1	
	Produce resolution adopting 2014 budget, including review and edit as needed.	0.5	
	Create agenda sheet for 10-21-13 MPD meeting.	0.5	
		29.5	
STILL, RICK		12	
	MPD Agenda Memos	4	
	MPD Meeting	4	
	MPD TPAC attendance	1.5	
	MPD Grant meeting	1	
	MPD TPAC KM meeting	1	
	MPD Agenda prep discussion & follow up	4	

**Tukwila Metropolitan Park District**  
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PER		10	
STILL, RICK	MDP 40th B-day & swim-a-thon		0
	MPD Budget		4.5
	STP ?s reponse		1.5
<b>ZELLERHOFF, CRAIG</b>			<b>11</b>
	MPD Accounting		11
<b>JABER, SUSAN</b>			<b>4</b>
	MPD - ACCOUNTS PAYABLE CLAIMS		2
	MPD - a/p processing		2
<b>AGMATA, STACEY</b>			<b>3</b>
	Adding GL codes for scholarship and updating tax for facility rentals		2
	Updating GL codes		1
<b>TAKECHI, RICHARD</b>			<b>1.25</b>
	Processing MPD Receipts		0.75
	Prepare excise tax return		0.5
<b>HALE, PAULA</b>			<b>23</b>
	Pool deposit		22
	deposit for pool		1
<b>HANSEN, PENNY</b>			<b>2</b>
	Processing MPD Receipts		2
<b>Grand Total</b>			<b>168</b>





Tukwila Metropolitan Park District  
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PER TASK 11 (Multiple Items)

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03	48.25	3,550.88
Finance	05	41.75	2,570.59
Parks and Recreation	07	63.00	4,026.06
Parks and Recreation	15	22.00	1,414.02
<b>Grand Total</b>		<b>175.00</b>	<b>\$11,561.55</b>

Activity Date (Multiple Items)

Sum of Hours	Activity Description	Total
<b>CARLSEN, VICTORIA</b>		<b>14.5</b>
	Attended STP meeting	3
	Attend TPAC	1.5
	MPD budget documents	6
	Attend MPD Board meeting	2
	MPD support svcs data compilation	1
	MPD MOU, support svcs review, taxes	1
<b>CLINE, DAVID</b>		<b>17</b>
	MPD Meeting	3
	MPD Correspondence Review	3
	MPD Executive Director Interviews	5
	MPD Board Packet Review	3
	MPD Board Prep & Response to Board Questions	2
	MPD Board Support	1
<b>EATON, ROBERT</b>		<b>22</b>
	MPD Agenda prep	14
	Agenda Prep	5
<b>FRICKE, KAREN</b>		<b>3</b>
	PM = Warranty Items Coordination 2hrs / FM = Contractor Coordination 1hr	2
<b>GARDNER, STEPHANIE</b>		<b>2</b>
	MPD Payroll Processing	2
<b>JUE, LILY</b>		<b>22.5</b>
	TPAC Meeting	1
	MPD Meeting/Agenda Prep.	18.5
	Board Member Response: RE: Behavior Policy	3
<b>LE, BAO-TRAN</b>		<b>2</b>
	Accounting: October 2013 MPD Bank Reconciliation	2
		<b>2.75</b>

**Tukwila Metropolitan Park District  
Support Services Summary  
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PER		11	
LE, BAO-TRAN	DIGITIZE documents		0.75
	Digitize lengthy agenda packet		2
<b>MCCARTHY, PEGGY</b>			<b>3</b>
	Budget, Financial Statements		2
	MOU		1
<b>O'FLAHERTY, CHRISTY</b>			<b>26.75</b>
	MPD: Staff support at 3 hour MPD meeting; distribute voucher sheets, minutes; CD of audio		-2.5
	MPD: Receipt of draft minutes from 4 hour meeting from Minute Transcriptionist; review and edit to ensure high quality end product; distribute		3.5
	MPD: Distribution of large agenda front sheet to staff and Board President for review and input; communication with staff; adding and re-arranging of items		1
	MPD: Compile, review, print and assemble large MPD packet; correspondence to Board regarding processes at meetings		3.5
	MPD: Finalize large packet; link to Board President for agenda review		2
	MPD: Prepare and provide options for speaker processes for meeting; meeting with staff regarding meeting support; provide staff support from 8:00-11:30 p.m.		8
	MPD: Respond to 2 calls from Seattle Times; communication to Board President; Begin preparation of minutes and listing of 30+ citizen comments		2
	MPD: Completion of partial minute summary and template creation for lengthy MPD meeting to provide to transcriptionist; Communication with TPAC member and Board President regarding process for TPAC agenda submittals; Communication from Board President regarding need for additional Board Meeting; collaboration with staff and Board President regarding Chambers availability, possible dates and conflicts, and provided agenda items for consideration		3
	MPD: Discussion regarding MPD ILA with City moving to a meeting; collaboration with City Administrator and Allan Ekberg; Preparation of draft agenda items for 12/11 Special meeting; distribute to Board President and staff with potential deadlines for packet compilation and production		3
	MPD: Date Change for MPD Special Meeting; Review options for use of Council Chambers; contact Board President and staff with options; review amendments to Draft agenda, make changes		0.75
	MPD: Continued discussion regarding time for special MPD meeting; receipt and review of PR request; distribute and set timelines; Review of email from Board Member Ekberg regarding onboard Executive Director and provide input to staff for coordinated response; transmit ILA to Board Attorney for edits		1.5
	MPD: Prepare legal notification for MPD Special Meeting; transmit to newspaper and submit to staff for paper and electronic distribution; Contact Board Atty regarding pending public records request		0.5
	MPD: Draft agenda for special MPD agenda to Board President in preparation for packet production		0.5
<b>SAXTON, BARBARA</b>			<b>1.75</b>
	Proof/edit 10-21-13 MPD meeting minutes.		0.75
	Create agenda sheet for 11-18-13 MPD meeting + finals of (3) resolutions.		1
<b>STILL, RICK</b>			<b>23.5</b>
	MPD Agenda Memos		10
	MPD Agenda prep		2.5
	MPD Meeting		4
	MPD Budget		1
	MPD TSD PE classes		1
	MPD Budget STP responses		1.5

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PER		11
STILL, RICK	MPD Agenda memos outline and assignments 2.5 hrs	0
	MPF Agenda prep	1.5
	MPD VS DC MPD agenda 6-7; agenda changes 7-8p	0
	MPD CIP definitions & post meeting follow up - plan	2
<b>ZELLERHOFF, CRAIG</b>		<b>10</b>
	MPD Accounting	10
<b>JABER, SUSAN</b>		<b>7</b>
	MPD - accounts payable processing	7
<b>AGMATA, STACEY</b>		<b>3</b>
	Amended Pool rental contracts	3
<b>TAKECHI, RICHARD</b>		<b>1.25</b>
	Processing MPD Receipts	1
	Prepare excise tax return	0.25
<b>HALE, PAULA</b>		<b>14</b>
	Pool deposit	14
<b>HANSEN, PENNY</b>		<b>2</b>
	Processing MPD Receipts	1
	Pr5ocessing MPD Receipts	1
<b>Grand Total</b>		<b>175</b>



Tukwila Metropolitan Park District  
 Support Services Summary  
 December 2013

PER TASK	12 (Multiple Items)	Values	Sum of SALARIES & BENEFITS
<b>DEPT</b>		<b>Sum of HOURS</b>	
City Administrator/City Clerk	03	50.00	3,700.11
Finance	05	14.50	680.22
Parks and Recreation	07	37.00	2,596.61
Parks and Recreation	15	19.00	1,971.77
<b>Grand Total</b>		<b>120.50</b>	<b>\$8,948.71</b>

Activity Date	(Multiple Items)	Sum of Hours	Activity Description	Total
<b>ALMBERG-DIDEON, DANA</b>		<b>2</b>		
		1.5	Produce & Distribute MPD packet	
		0.5	Set up Council Chambers for MPD meeting	
<b>CARLSEN, VICTORIA</b>		<b>1</b>		
		1	MPD Board Meeting	
<b>CLINE, DAVID</b>		<b>13</b>		
		3	MPD Board Support	
		3	MPD Board Preparation and respond to requests	
		4	MPD Meeting and Preparation	
		3	MPD Board Meeting Support	
<b>EATON, ROBERT</b>		<b>19</b>		
		5	PM = Warrant Work	
		4	Facility Alarm Response	
		1	FM = Boiler Inspection	
		2	PM = Warrant Work Coordination	
		3	PM = Warrant Work = 3hrs	
		2	PM = Warrant Work = 1hr / Pool Tour for TPAC Member Kim McCoy = 1hr	
		2	Troubleshooting BEGS	
<b>FRICKE, KAREN</b>		<b>2</b>		
		2	MPD Payroll Processing	
<b>GARDNER, STEPHANIE</b>		<b>2</b>		
		2	MPD Special Meeting Prep.	
<b>HART, MELISSA</b>		<b>5</b>		
		3.5	Prepare minute template for MPD Special Meeting; provide staff support at the December 10 Special Meeting.	

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HART, MELISSA	PER	12	0.5
Cleaned-up Chambers after MPD Special Meeting for Court business next day; email status of agenda items to City Clerk in preparation of meeting agenda for Regular meeting; convert audio for uploading into the Digital Records Center and escort remaining meeting attendees out of City Hall and secure building.			
Assist staff with updates to agenda packet materials for the December 16 Regular meeting, as directed by the Board at the December 10 Special Meeting.			
JUE, LILY		2	2
Accounting: Nov. 2013 Monthly Bank Statement/GL Cash Reconciliation			
LE, BAO-TRAN		3.75	2
DIGITIZE documents			
DIGITIZE agenda			
O'FLAHERTY, CHRISTY		3.5	2
MPD: Response to Board President regarding agenda items; response to Board Attorney regarding public records request; review of responsive records for PR request; response to board member regarding attorney review of records; review, edits and distribution of Draft 11/18 MPD minutes; attend Executive Director Meet and Greet			
MPD: Finalize draft minutes from lengthy meeting for distribution to the Board			
MPD: Receipt of responsive records from Board Attorney for PR request; compose fulfillment correspondence; distribute to requester; file electronic records for retention; Transmit draft agenda items to Board President; multiple correspondence, emails, phone calls regarding preparation of agenda items for the December 10 Special Meeting			
MPD: Preparation of Special Meeting Agenda for 12/10 and legal notification for newspaper and posting, to include multiple communications with staff, Board President, City Administrator, and editing and finalization of memos, contracts, attachments, etc.			
MPD: Transmit draft agenda items to Board President and staff; communicate regarding items			
MPD: Receipt, review and response to multiple emails from TPAC members regarding the provision of minutes in agenda packets			
MPD: Receipt and review of emails from Board members to include responses as necessary; Review and edits to MOU agenda item; Receipt of emails from multiple TPAC members regarding minutes and reports for MPD packets and respond as necessary; receipt of agenda items for 12/16 agenda to compile packet; collaboration with staff, City Administrator and Board President as necessary			
MPD: Ongoing communication via phone and emails with Board President regarding meeting start time and agenda items; ongoing communication with various TPAC members regarding inclusion of minutes in the packets; prepare agenda front sheet and agenda items to include legal notification of special meeting due to time change			
MPD: Seek final approval of MPD agenda from Board President; transmit special meeting notification to Seattle Times and provide to staff for distribution and filing; electronic distribution of email links and documents to Board and Board Attorney			
MPD: Review, respond to multiple emails from Board President and Attorney; Staff support at MPD meeting from 5:15-7:30, to include cleanup and distribution of voucher sheets, legislation and minutes			
MPD: Begin composition of MPD minutes from 12/16 meeting			
MPD: Complete composition of minutes; proofread and edit draft			

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PER	12	0.5
O'FLAHERTY, CHRISTY	MPD: Provide Jennafer Snure 2 originals of Executive Director contract to sign in City Clerk's Office; communication with Brian Snure to attain signature on the contracts, which were transmitted via USPS mail to him	
<b>SAXTON, BARBARA</b>		<b>2.5</b>
	Proof/edit 11-18-13 MPD meeting minutes.	0.5
	Create agenda sheet for 12-10-13 MPD Special meeting.	0.5
	Review and edit new resolution regarding change in meeting day and time.	0.5
	Create agenda sheet for 12-16-13 MPD meeting.	0.5
	Proof/edit 12-16-13 MPD meeting minutes; close pink sheet files for (2) resolutions adopted at 12-16-13 mtg.	0.5
<b>STILL, RICK</b>		<b>19</b>
	MPD Agenda Memos	2
	MPD Agenda prep	1
	MPD Meeting	2.5
	MPD E.D. Meet & Greet	1
	MPD Memo research	2
	MPD Memos	4
	MPD Public comment/request response	2
	MPD Special meeting	2.5
	MPD Legal discussion	1
	DR reporter interview	1
<b>ZELLERHOFF, CRAIG</b>		<b>3.5</b>
	MPD Accounting	3.5
<b>JABER, SUSAN</b>		<b>4</b>
	MPD accounts payable processing	4
<b>TAKECHI, RICHARD</b>		<b>1</b>
	Processing MPD Receipts	0.5
	Prepare MPD excise tax return	0.5
<b>HALE, PAULA</b>		<b>16</b>
	Pool deposit	16
<b>HANSEN, PENNY</b>		<b>1</b>
	Processing MPD Receipts	1
<b>Grand Total</b>		<b>120.5</b>