

Meeting of the Board of Commissioners

TUKWILA POOL METROPOLITAN PARK DISTRICT

De'Sean Quinn, *President of the Board*
Kate Kruller, *Clerk of the Board*

Board Members: ▶ Joe Duffie ▶ Dennis Robertson
▶ Allan Ekberg
▶ Verna Seal ▶ Kathy Hougardy

Wednesday, September 24, 2014, 5:30 PM
Tukwila City Hall Council Chambers

Resolution #

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 8/27/14 (*Regular Mtg.*)
- b. Approval of vouchers.

4. REPORTS

- | | |
|---|-------|
| a. Commissioners | Pg.1 |
| b. Executive Director | Pg.7 |
| c. Executive Director Committee | Pg.13 |
| d. Operator | Pg.29 |
| e. Financial & Support Services <ul style="list-style-type: none"> • financial report • support services detail | Pg.29 |
| f. Tukwila Pool Advisory Committee: <ul style="list-style-type: none"> • TPAC Chair report • TPAC minutes | Pg.39 |

5. BUSINESS ITEMS

- | | |
|--|-------|
| a. Ad Hoc Committees updates <ul style="list-style-type: none"> • Budget Committee • Hiring Committee • Logistics Committee | Pg.45 |
| b. Budget Committee Recommendations | Pg.47 |
| c. Aquatics Manager Hire | Pg.51 |
| d. Unclaimed Property Resolution | Pg.53 |
| e. Next meeting is October 22, 2014. | |

6. MISCELLANEOUS

7. EXECUTIVE SESSION

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 Pool Metropolitan Park District Board meetings are audio taped.

Tukwila Pool Metropolitan Park District

Mission, Vision, & Goals Summary

Mission: The mission of the Tukwila Pool Metropolitan Park District (MPD) is 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.
 - 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. Ensure 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 of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: September 18, 2014

SUBJECT: **Executive Director's Report**

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between August 21 and September 18, the following has been accomplished:

- a. Met weekly with City staff to review and discuss items on their portion of the transition plan.
- b. Participated in three meetings of the Hiring Committee
- c. Screened nine Aquatics Manager applicants by phone, held Skype interviews with five of them and prepared and distributed ratings sheets and hard copies of written notes on every interaction to the Hiring Committee members.
- d. Participated in three meetings of the Budget Committee
- e. Researched and created an information sheet on King County financial support services
- f. Created a Master Transition Task List and reviewed each financial or budgetary task with the Budget Committee
- g. Facilitated a meeting of the Logistics Committee and communicated resulting requests and recommendations to other committees
- h. Arranged for a Special Meeting of the Board to interview Aquatics Manager finalists
- i. Responded to a Public Disclosure Request
- j. Reviewed audio and revised minutes from the August 27th regular MPD meeting
- k. Drafted reports, memos & related documents for the September MPD meeting
- l. Created the packets for the 9/23 Special Meeting and the 9/24 Regular Meeting
- m. Facilitated the Executive Director Committee (EDC) meeting & prepared minutes
- n. Attended the monthly TPAC meeting

RECOMMENDATION

None

ATTACHMENTS

- ED Time Tracking worksheets for August 24 through September 14, 2014

time tracking

Name : Jennafer

Week of August 24 through August 30 (School Break)

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
25-Aug	Monday	2:30 PM	5:30 PM	3:00		Hiring Committee work & emails
	Monday				3:00	
26-Aug	Tuesday	7:30 AM	8:00 AM	0:30		Public Disclosure Request
	Tuesday	8:00 AM	9:00 AM	1:00		Hiring Committee work
	Tuesday	9:00 AM	10:00 AM	1:00		MPD meeting prep
	Tuesday	3:00 PM	4:00 PM	1:00		Met w/J. Duffie
	Tuesday	4:00 PM	6:00 PM	2:00		Hiring Committee work
	Tuesday				5:30	
27-Aug	Wednesday	8:00 AM	10:00 AM	2:00		Emails
	Wednesday	2:30 PM	4:00 PM	1:30		MPD meeting prep
	Wednesday	4:00 PM	5:00 PM	1:00		K. Kruller by phone
	Wednesday	5:00 PM	8:30 PM	3:30		MPD Meeting
	Wednesday			0:00	8:00	
28-Aug	Thursday	9:45 AM	12:15 PM	2:30		Transition Planning mtg.
	Thursday	3:30 PM	5:30 PM	2:00		Emails
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday			0:00	4:30	
29-Aug	Friday	8:00 AM	9:30 AM	1:30		Admin (Time tracking & finance paperwork for City)
	Friday	9:30 AM	10:30 AM	1:00		Budget Cmte prep
	Friday	2:30 PM	3:00 PM	0:30		D. Quinn by phone
	Friday	3:00 PM	5:30 PM	2:30		Hiring Cmte work
	Friday			0:00	5:30	
30-Aug	Saturday	8:00 AM	10:00 AM	2:00		Budget Cmte meeting
	Saturday	4:00 PM	6:00 PM	2:00		Hiring Cmte work
	Saturday	7:59 PM	11:59 PM	4:00		Hiring Cmte work
	Saturday			0:00	8:00	
TOTAL				34:30		
						34:30

time tracking

Name : Jennafer

Week of August 31 through September 6 (Labor Day & School Break until 9/3)

34:30

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
31-Aug	Sunday	8:30 AM	9:30 AM	1:00		Hiring Cmte work
	Sunday	9:30 PM	10:00 PM	0:30		Hiring Cmte work
	Sunday				1:30	
1-Sep Labor Day	Monday	9:00 AM	12:00 PM	3:00		Hiring Cmte work
	Monday			0:00		
	Monday				3:00	
2-Sep	Tuesday	2:00 PM	5:30 PM	3:30		Hiring Cmte work
	Tuesday				3:30	
3-Sep	Wednesday	9:15 AM	10:45 AM	1:30		Transition Planning mtg.
	Wednesday	10:45 AM	12:45 PM	2:00		Phone screenings
	Wednesday	1:30 PM	2:00 PM	0:30		Emails
	Wednesday	2:00 PM	5:00 PM	3:00		Phone screenings
	Wednesday	5:00 PM	5:30 PM	0:30		Hiring Cmte mtg prep
	Wednesday	5:30 PM	7:00 PM	1:30		Hiring Cmte meeting
	Wednesday			0:00	9:00	
4-Sep	Thursday	9:15 AM	12:45 PM	3:30		Emails
	Thursday	2:00 PM	6:00 PM	4:00		Logistics Cmte prep
	Thursday	6:00 PM	9:00 PM	3:00		Logistics Cmte meeting
	Thursday			0:00	10:30	
5-Sep	Friday	2:00 PM	5:30 PM	3:30		Hiring Cmte work
	Friday			0:00	3:30	
6-Sep	Saturday	8:00 AM	10:00 AM	2:00		TPAC meeting
	Saturday	1:00 PM	3:30 PM	2:30		Budget Cmte meeting
	Saturday	6:00 PM	6:30 PM	0:30		Hiring Cmte work
	Saturday			0:00	5:00	
TOTAL				34:30	34:30	

time tracking

Name : Jennifer

Week of September 7 through September 14

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
7-Sep	Sunday	12:00 AM	12:30 AM	0:30		Hiring Cmte work
	Sunday				0:30	
8-Sep	Monday	9:15 AM	12:45 PM	3:30		Admin (software, time trackin
	Monday	2:00 PM	2:30 PM	0:30		King Co research
	Monday	2:30 PM	3:00 PM	0:30		Phone call w/D. Robertson
	Monday	3:30 PM	5:30 PM	2:00		EDC meeting prep
	Monday	5:30 PM	6:00 PM	0:30		Software issues
9-Sep	Monday				7:00	
	Tuesday	10:00 AM	12:45 PM	2:45		Budget Cmte work
	Tuesday	2:00 PM	5:00 PM	3:00		Hiring Cmte work
	Tuesday	5:00 PM	8:30 PM	3:30		Skype Interviews
	Tuesday			0:00		
10-Sep	Tuesday				9:15	
	Wednesday	10:00 AM	11:30 AM	1:30		Meeting w/D. Robertson
	Wednesday	11:30 AM	12:45 PM	1:15		Transition Planning mtg.
	Wednesday	2:00 PM	4:30 PM	2:30		King Co research
	Wednesday					
11-Sep	Wednesday					
	Wednesday					
	Wednesday					
	Wednesday			0:00	5:15	
	Thursday	9:15 AM	11:45 AM	2:30		Hiring Cmte work
12-Sep	Thursday	11:45 AM	12:45 PM	1:00		EDC meeting prep
	Thursday	2:00 PM	5:00 PM	3:00		Skype Interviews
	Thursday	5:00 PM	7:00 PM	2:00		EDC meeting
	Thursday			0:00	8:30	
	Friday	9:15 AM	11:30 AM	2:15		Hiring Cmte work
13-Sep	Friday	8:30 PM	10:00 PM	1:30		Hiring Cmte work
	Friday			0:00		
	Friday			0:00		
	Friday			0:00	3:45	
	Saturday	3:00 PM	5:00 PM	2:00		Emails, MPD meeting prep
TOTAL	Saturday	5:00 PM	7:00 PM	2:00		Draft response for BP
	Saturday			0:00		
	Saturday			0:00	4:00	
	Saturday			0:00	37:45	

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: September 18, 2014

SUBJECT: **Executive Director Committee Report**

ISSUE

Report on the Executive Director Committee meeting

FINANCIAL IMPACT

None

REPORT

The Executive Director Committee (EDC) held a meeting on September 11, 2014.

Business items and action taken included:

- The Budget Committee Chair provided the committee with an update on their work, including a decision to make recommendations on financial support services and policies.
- The ED provided an update on the work of the Hiring Committee and where we are in the Aquatics Manager hiring process.
- There was also a report on the progress of the Logistics Committee in clarifying their purpose and structure
- The ED presented a draft agenda and some support materials for the next MPD meeting for the committee's review and feedback
- To avoid conflicts with holidays, the Committee decided to recommend that the Board of Commissioners reschedule their last two meetings of the year to Thursday November 13th and Thursday December 11th.
- The Committee also decided to recommend that the ED be responsible for intra-committee communications as she sits on all of them. This includes carrying messages and requests and tracking tasks and processes between committees.

ATTACHMENTS

- Agenda and approved Summary Minutes from EDC meeting 8/14/2014
- Agenda from EDC meeting 9/11/2014

TPMPD Executive Director Committee Meeting Agenda & Summary Minutes

August 14, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.

Attendees: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

Guests: Vanessa Zaputil, Ellen Gengler

I. Opening

A. Approval of the agenda

B. Approval of last month's minutes - *Regarding the ED position description, delete "General agreement on using this revised version temporarily until a clear operational plan is in place, at which point the topic may need to be revisited." Otherwise, minutes were accepted as is.*

II. Open Items

A. Transition process check-in – *The ED reviewed the status of the appointment process for the Ad Hoc Committees. As Board President, all appointments will be made by De'Sean Quinn. Requests for appointments are being referred to De'Sean. So far, Commissioners appointments are as follows:*

- *Hiring Committee – De'Sean Quinn, Allan Ekberg, Joe Duffie*
- *Budget Committee – Dennis Robertson, Kate Kruller*
- *Logistics Committee – Verna Seal, Kathy Hougardy*

Other positions are still in consideration. The Hiring Committee has scheduled a meeting for August 19th and all appointments should be in place for that committee by that date.

B. Suggestion Box – *The Ed provided the committee members with the items that were in the suggestion box this month as well as a written response from Malcolm Neely addressing some of the items. Some members of the committee would like the current Operator to keep the Board in the loop as they follow-up on Suggestion Box items forward.*

III. New Items

A. Revised work plan for ED – *A revised version of the ED's work plan was presented to the committee to reflect the work being done to prepare for the transition. The suggestion was made that this should be distributed to the entire Board at the next MPD meeting.*

B. Tax levy and Budget deadlines – *The committee engaged in a general discussion of the annual resolutions regarding the tax levy and the process leading up to a 2015 Budget for the MPD. Preliminary info suggests that the City might have been planning to propose a fee increase, so any documentation or research that was prepared to support that request should be passed on to the ED.*

C. New Treasurer for the TPMPD – *The TPMPD has the option of reverting to King County to provide services not only as the Treasurer, but also for a variety of financial support services free of charge. The ED will continue to gather information and present a “for information only” memo to the Board at the August meeting in preparation for the possibility of a vote on the issue in September.*

IV. Agenda Items for Next Month – *The ED Committee would like to continue hearing updates on the progress of the various Ad Hoc committees.*

V. Action Items

- *The ED will distribute the revised work plan to the Commissioners at the next MPD meeting.*
- *The ED will request any research or documentation of a need for a fee increase from City staff.*
- *The ED will prepare a memo informing the Commissioners that King County is available at no cost to be the Treasurer and for financial support services.*

VI. Adjournment – 7:04pm

TPMPD Executive Director Committee
Meeting Agenda

September 11, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.


Committee Members: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

- I. Opening
 - A. Approval of the agenda
 - B. Approval of last month's minutes
- II. Open Items
 - A. Transition process check-in
 - B. Agenda for September MPD meeting
 - C. Suggestion Box
- III. New Items
 - A. Schedule of MPD meetings for November & December
- IV. Agenda Items for Next Month
- V. Action Items
- VI. Adjournment

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: September 18, 2014

SUBJECT: Operations Report

ISSUE

Staff update on pool operations

FINANCIAL IMPACT

No financial impact

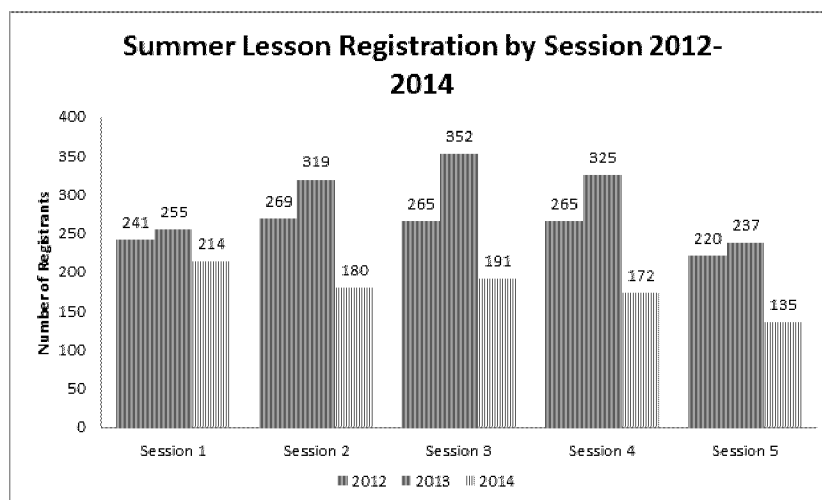
BACKGROUND

This memo is intended to provide the Board and Community with an update on activities, operations and issues that have occurred at the Tukwila Pool.

DISCUSSION

Revenues: August 2014 revenues were \$18,051. Year to date revenues total \$157,238 or 63% of the annual revenue goal of \$249,310.

Swimming Programs: Lessons: 307 registrations were received for swimming lessons held in August, totaling \$12,855.00. Registrations are down due to a number of factors including changes in the economy including families' ability to travel increasing, instructor turnover, decreases in Non-Resident participations.



Special Olympics: The Tukwila Tiger Sharks hosted the Summer League Championship Meet at the Tukwila Pool on August 16th. 13 Tukwila athletes competed in events at the meet alongside athletes from the Auburn Pool, Auburn YMCA, Federal Way Community Center Stingrays, and the Sumner Pool. Attachment A demonstrates finish times for Tukwila athletes in a variety of events, overall the times are impressive – staff wanted to share the accomplishments with the Board.

Single Gender Swim: Participation in this program has steadily been increasing since the middle of August.

Swim Teams: Kennedy and Foster High School swim team practices started in late August. The Kennedy swim team is comprised of over 35 swimmers and the Foster team has 13 swimmers. New athletes to the Foster team for 2014 include participants from last year’s high school swim classes. Foster Captain Matea Ferencak is also a lifeguard and swim instructor at the Tukwila Pool.

Pass Purchases: Pass sales totaled \$2,115 with 36 passes sold. While the number of passes sold is lower than the previous two Augusts, the average pass price is much higher than in previous years. This indicates in August 2014 individuals purchasing passes are selecting longer pass terms with a higher initial cost. Youth pass purchases were especially high in 2013 accounting for the majority of the decrease in pass purchases for August 2014 compared with August 2013.

August Pass Sales by Age Group	2014		2013		2012	
	youth	7	\$251	35	\$982	6
adult	19	\$1,330	17	\$1,131	30	\$1,569
senior	10	\$534	22	\$1,479	13	\$636

August Pass Sales	Resident		Non Resident		Total		Average pass price
	#	\$	#	\$	#	\$	
2012	30	\$1,368	22	\$1,134	52	\$2,502	\$48.12
2013	44	\$1,860	30	\$1,732	74	\$3,592	\$48.54
2014	21	\$1,032	15	\$1,083	36	\$2,115	\$58.75

Partnerships: Seattle Children’s Hospital and Seattle/King County Health Department granted a no cost extension for Community Transformation Grant work. The extension, until December 31st, will allow staff to continue to perform outreach work related to the grant and ensure a long term positive impact for the Tukwila Community.

Marketing: In late August staff worked to coordinate fliers for distribution at Tukwila Schools, distribution will occur in September. Staff have contacted McMicken Heights to determine participation.

In August the Pool's Facebook page had a 10% increase in page "likes." The increase in likes has spurred more activity on the page and the trend has continued into September.

Staffing: Staff feel uncertainty around the impending transition and many staff members are seeking other employment opportunities. A staff meeting is scheduled for staff to meet with Parks and Recreation Leadership and the TPMPD Executive Director to learn more about the transition and future employment opportunities.

Maintenance: As outlined in last month's report, the defective expansion tank connected to the domestic hot water system was replaced and the final boiler inspection was completed on Friday, September 5, 2014. Staff are preparing to replace the filter grid covers as well and plan to have this completed in the next two months. A closure of approximately one day can be expected for this project and it will be scheduled to occur between 12/24/14 and 12/31/14.

Support Services Transition: City staff continues to be committed to facilitating a professional and efficient transition of support services. In September staff initiated weekly meetings weekly with the MPD Executive Director to coordinate transition items. Attachment B is a working draft document of City's transition matrix which provides an in-depth view of all support services the City is working to transition to the MPD. The following is a brief overview of each week's meeting:

- *August 28, 2014:* Initial meeting with City staff leads, Robert Eaton and Stephanie Gardner. Reviewed transition matrix, set meeting dates for September.
- *September 4, 2014:* Meeting with City of Tukwila Deputy Finance Director, reviewed Finance Department specific support services to be transitioned. Discussed items for TPMPD's consideration.
- *September 10, 2014:* Meeting at the Pool with City of Tukwila's Information Technology Department's Senior IT Specialist, Mike Marcum. Reviewed IT Department specific support services to be transitioned, discussed items for the TPMPD's consideration. Reviewed items located at the pool to provide additional clarifications.
- *September 16, 2014:* Meeting with Parks and Recreation Department Staff, Robert Eaton, Stephanie Gardner, and Amy Kindell. Reviewed Parks and Recreation Department specific support services to be transitioned and items for the TPMPD's consideration regarding future services. A topic of note is the City's intention to close the pool to the public on the evening of 12/24/14 to perform necessary maintenance, deep cleaning, equipment removal, and other functions to ensure a successful transition.

Follow Up: A question arose at the August MPD meeting regarding the invoice amount for Support Services in July. Upon further review there was a formula error which has been corrected. The corrected invoice for July is included in the financial report.

ATTACHMENTS

- A. Tukwila Tiger Sharks
- B. City of Tukwila Support Services Transition Matrix – Working Draft

Tukwila Tiger Sharks – August 16, 2014 Meet Results

Attachment A

Event	Athlete(s)	Time	Meet Finish Place
10 & under 200 yard Freestyle Relay	Tukwila Relay Team	03:44.98	3rd
11-21 200 yard Freestyle Relay	Tukwila Relay Team	02:36.03	4th
11-21 50 yard Backstroke	Delsin Allison	21:36.00	3rd
9-10 50 yard Butterfly	Alisha Rangel	26:24.00	3rd
9-10 50 yard Butterfly	Fernando Recinos	01:14.88	8th
9-10 50 yard Butterfly	Jaq Foster	01:19.04	9th
9-10 50 yard Butterfly	Benjamin Woods	01:28.41	11th
11-12 50 yard Butterfly	Carmel Cook	45:36.00	6th
13-21 50 yard Butterfly	Kenneth Nishino	26:24.00	1st
13-21 50 yard Butterfly	Laila McKinley	28:48.00	6th
10 & under 100 yard Breaststroke	Angel Duong	02:00.80	4th
10 & under 100 yard Breaststroke	Gwendolyn Shaeffer	02:03.57	5th
11 -21 100 yard Breaststroke	Trinity Doung	01:43.32	3rd
9-10 50 yard Freestyle	Angel Doung	45:36.00	4th
11-12 50 yard Freestyle	Delsin Allison	57:36.00	13th
13-21 50 yard Freestyle	Kenneth Nishino	36:00.00	1st
13-21 50 yard Freestyle	Trinity Doung	52:48.00	7th
10 & Under 100 yard Backstroke	Gwendolyn Shaeffer	01:31.28	1st
10 & Under 100 yard Backstroke	Jacqueline Foster	01:45.72	3rd
10 & Under 100 yard Backstroke	Alisha Rangel	01:51.51	6th
10 & Under 100 yard Backstroke	Fernando Recinos	02:16.31	7th
10 & Under 100 yard Backstroke	Jaq Foster	02:30.83	9th
10 & Under 100 yard Backstroke	Benjamin Woods	02:51.12	11th
11-21 100 yard Backstroke	Laila McKinley	01:43.39	3rd
11-21 100 yard Backstroke	Delsin Allison	01:52.47	5th
11-21 100 yard Backstroke	Carmel Cook	02:08.26	9th
9-10 50 yard Breaststroke	Jacqueline Foster	19:12.00	2nd
9-10 50 yard Breaststroke	Angel Doung	00:00.00	3rd
11-12 50 yard Breaststroke	Delsin Allison	01:02.93	11th
11-12 50 yard Breaststroke	Carmel Cook	01:02.96	12th
13-21 50 yard Breaststroke	Kenneth Nishino	31:12.00	1st
13-21 50 yard Breaststroke	Trinity Doung	07:12.00	2nd
10 & under 100 yard IM	Jacqueline Foster	01:47.12	4th
10 & under 100 yard IM	Gwendolyn Shaeffer	01:52.90	6th
10 & under 100 yard IM	Alisha Rangel	02:00.53	7th
10 & under 100 yard IM	Fernando Recinos	02:22.83	9th
10 & under 100 yard IM	Jaq Foster	02:29.71	11th
10 & under 100 yard IM	Benjamin Woods	02:35.71	13th
11-21 100 yard IM	Kenneth Nishino	01:20.28	1st

SUPPORT SERVICES TRANSITION – CLERKS OFFICE

Department: City Clerk's Office

Primary Goal: Transition City Clerk support services responsibilities to MPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
<p>Records</p>	<p>A. City to transfer custody of paper records produced on behalf of the MPD to the MPD to include but not limited to original Resolutions, IAs, Contracts and Agreements, Agendas, Minutes, legal notices, and public records request files.</p> <p>B. City to transfer custody of electronic documents produced on behalf of the MPD to the MPD, to include but not limited to WORD documents, PDF files, public records responsive records, and all documents contained in the "Metropolitan Park District (MPD) Pool" directory in the Digital Records Center.</p> <p>FUTURE RECORDS CONSIDERATIONS FOR THE MPD:</p> <p>A. Establish appropriate storage area (away from moisture and humidity), particularly for storage of records with long-term or archival requirements.</p> <p>B. Collaborate with local Washington State Archives office regarding retention and disposition of records.</p> <p>C. Name a public records official as required by RCW 4.56</p> <p>D. Create a public records request policy and form (examples available on City of Tukwila website and through MRSC.org)</p> <p>E. Post information on MPD website as required by law (RCW 42.56).</p> <p>F. Establish procedures for 5-day responses, tracking, and exemptions.</p> <p>G. Adopt legislation eliminating requirement for MPD to maintain a central index of records. (Examples at MRSC.org)</p> <p>H. Research a document imaging tool.</p> <p>I. Work with MPD attorney and WCIA regarding processing of claims for damages, litigation and bidding.</p>	<p>A. 11/30/14</p>		<p>Completed ✓</p>
<p>Meeting Support Services</p>	<p>A. Enter into a contract for minute taking and/or transcription services. (Currently the contract with the vendor the MPD is using for minutes is with the City.)</p> <p>FUTURE MEETING CONSIDERATIONS FOR THE MPD:</p> <p>A. Determine method for producing paper copies of agenda packets.</p>			

Attachment B

	<ul style="list-style-type: none"> B. Determine location for meetings and make any contractual arrangements. C. Make decision about a recording system, if any. D. Meeting needs: microphone system, electronic presentation capabilities, flag (if desired), podium (if needed), speaker sign-up sheets, Executive Session record sheet. E. Have nameplates made for Commissioners and/or other officials, if desired. F. Establish procedure for meeting set-up and take-down. G. Collaboration with Board Attorney and WCIA regarding Open Public Meetings Act (OPMA). 			
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WORKING DRAFT

SUPPORT SERVICES TRANSITION - FINANCE

Department: **Finance**

Primary Goal: Transition all finance and treasurer items/duties to MPD

Task	Actions and/or Steps	Target Date	Assigned to	Completed
Transfer Treasurer and Duties	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> 1. Notify King County that the City will no longer be providing administrative services for the MPD. Vicky has made contact with King County and will provide contact info. to Jennafer. 2. Coordinate with King County to transfer tax deposits from the City bank account to King County. * See note below 3. Coordinate with King County to set up process to issue accounts payable and payroll checks * See note below 4. Reconcile final tax deposits received from King County <p>*A resolution regarding treasurer change with a Jan 1, 15 effective date must be completed 1st to perform items 2 and 3.</p> <p>Transfer remaining items</p> <ol style="list-style-type: none"> 1. Update mailing address 2. Update contact information <p>What steps need to be taken for City to conclude these services</p> <ol style="list-style-type: none"> 1. Transfer records related to MPD from Class to MPD <p>City will provide recommendations regarding types of info. that could be transferred.</p> <p>Agreed info. created within past two years is sufficient.</p> <p>New POS system may have additional parameters for how info could be provided, Jen to provide as soon as they learn – sooner the better.</p> <ol style="list-style-type: none"> 2. Remove MPD from armored car contract, provide contact to Jennafer <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> 1. How to transport deposits from pool to bank 	<p>August</p> <p>August</p> <p>August</p> <p>After transition</p> <p>December</p> <p>December</p> <p>October</p> <p>December</p> <p>December</p>	<p>Vicky</p> <p>MPD</p> <p>MPD</p> <p>Vicky</p> <p>Vicky</p> <p>Steph</p> <p>MPD</p> <p>Vicky</p>	<p>✓</p>
Finance records	<p><input type="checkbox"/> Determine types of records to transfer: invoices, vouchers, receipts, reports, etc. 2011 to present</p> <p><input type="checkbox"/> Determine desired format of records electronic</p>	Ongoing	Vicky	✓
Audit	<p>EOY Audit?</p> <ol style="list-style-type: none"> 1. Notify State Auditor about change in provider of administrative services. Vicky will complete initial contact. 	August	Vicky	

	2. Provide State Auditor contact information to MPD	September	
P-Cards	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Any credit cards issued by the City to MPD staff cancelled No MPD employees have p-cards. City is looking into how to issue an MPD specific p-card. Should City stop this effort and wait until MPD has an accountant on board? Provide information to MPD so they can set up their own PCard system. 	<p>December August</p>	
Banking	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Coordinate with King County to begin accepting MPD deposits <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> Decide if staying with King County for banking services or open own bank account Develop RFP for banking services or piggy back off an existing contract Consider coordinating with King County to invest cash reserves 	<p>October</p> <p>September</p>	<p>Vicky</p> <p>Vicky</p>
Payroll	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Coordinate with King County to begin issuing checks n/a Provide MPD with all benefit provider information Transition benefit administration to MPD <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> Decide if staying with King County, issue own payroll checks, 3rd party, accountant, etc Deferred compensation provider <p>Temporary employees during transition?</p> <ol style="list-style-type: none"> Coordinate with King County to begin issuing checks 	<p>August</p> <p>November</p> <p>December</p>	<p>n/a</p> <p>Vicky</p> <p>n/a</p>
Reporting	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Provide MPD with templates for current reporting model Provide MPD with final year-end financial statement <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> Consider what year-end reporting model to use: cash basis or GAAP MPD to determine reporting model. 	<p>August</p>	<p>n/a</p>
Bond	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Coordinate with Legal to draft ILA that secures revenue to ensure repayment of loans <p>City and MPD Attorneys to review and make contact.</p>	<p>November</p> <p>January</p> <p>February</p>	<p>Vicky</p> <p>Vicky</p>
Excise Tax	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> Provide MPD with all excise tax returns Determine who will prepare final excise tax return. Due in January 2015 City will prepare 	<p>August</p> <p>December</p> <p>December</p>	<p>Vicky</p> <p>Vicky</p> <p>✓</p>

SUPPORT SERVICES TRANSITION - FINANCE

	<ol style="list-style-type: none"> 3. Notify WA State Dept of Revenue of change in administrative services provider 4. Provide information on reporting excise tax 	December/ January	Vicky Vicky	
Unclaimed Property	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> 5. Provide MPD with final unclaimed property report 6. Provide reporting documentation from WA State Unclaimed Property division <p>MPD to adopt resolution for unclaimed property.</p>	November November		
Final	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> 1. Process final check to MPD after EOY reconciliations (Fund balance) 2 step process 2. Provide assistance with final audit, <i>if needed</i> 	1 st step = December 2 nd step = closeout	Vicky	

Actions Log
9//2/14 updates in red. SG

WORKING DRAFT

SUPPORT SERVICES TRANSITION – HUMAN RESOURCES

Department: **Human Resources**

Primary Goal: Transition Human Resources support service responsibilities to the MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Documents to MPD	List actions or steps to facilitate City responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Provide sample copies of personnel policies to MPD <input type="checkbox"/> Job Descriptions for temporary staff <input type="checkbox"/> Salary schedule for temporary staff <input type="checkbox"/> Parent/School Authorization Form <input type="checkbox"/> Sample copy of application form <input type="checkbox"/> Emergency contact form 	October 2014		Completed ✓
Staff Transition	List actions or steps to facilitate City responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Determine end date for part-time / temporary staff recruitment <input type="checkbox"/> Determine end date for advertising part-time/temporary staff <input type="checkbox"/> Send final PAF's for temporary staff signatures <input type="checkbox"/> Provide Public Employees Retirement System (PERS) withdrawal information. 	Nov. & Dec 2014		

DRAFT

Department: Information Technology

Primary Goal: Transition all IT responsibilities to MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
POS (Point of Sale) System Transition	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware			✓
Social Media	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Already being handled by Jennafer			X
CLASS Records	List actions or steps to facilitate City responsibilities <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Jennafer, Amy, or Malcolm need to identify the type of information they'll need to continue with MPD programs after the transition. Amy may be able to print out much of that data before the transition, but she'll have to work with IT to extract.			
Analogue Phone Lines	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition to new phone system. <input type="checkbox"/> Transfer service of Integra account from City to MPD. <input type="checkbox"/> Determine type of phone system and features to be implemented. <input type="checkbox"/> MPD will need to install new wiring if analogue phones will be used. <input type="checkbox"/> Remove Remote Access Call Forwarding from primary phone line.			
Telephone Service	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of alarm systems from City to MPD <input type="checkbox"/> Transfer DID lines from City to MPD (206-454-7578 through 454-7581) <input type="checkbox"/> Reclaim VOIP phones (done at time of PC/hardware reclamation)			
Cell Phone Service	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of Verizon account from City to MPD <input type="checkbox"/> Reclaim Amy Kindell's iPhone or be reimbursed for iPhone (if not paid by MPD). It was purchased in Oct 2012 with budget 000.07.574.100.42.00			

Email	<p>List actions or steps to facilitate City responsibilities Currently hosted by Rackspace</p> <ul style="list-style-type: none"> <input type="checkbox"/> MPD must obtain credit card processing capabilities before target transition date. <input type="checkbox"/> Setup meeting with Jennafer, to transition Admin account and methods of payment to MPD 			
DNS Hosting	<p>Currently hosted by Rackspace</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will be taken care of at the same time we transition Email above. 			
Server	<p>Currently no server is assigned to MPD, will be their responsibility after transition</p>			X
Internet connectivity	<p>No internet after City removes network equipment. MPD will address after transition.</p>			X
Hardware	<ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 			
Software	<ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Will be removed with hardware 			
Computer peripherals	<ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 			
Network / Network Switch	<ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 			X
Technical Support	<ul style="list-style-type: none"> <input type="checkbox"/> Technical support ends after equipment is removed 			X
HVAC / Facility Monitoring	<p>Currently a SQL database hosted by City, with remote access for vendor</p> <ul style="list-style-type: none"> <input type="checkbox"/> After MPD has their own network established they must make contact with HVAC vendor to modify controller IP for web access <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Determine date of transition. 			X

SUPPORT SERVICES TRANSITION - LEGAL

Department: **Legal**

Primary Goal: Facilitate transition of Legal matters related to the TPMPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Loan Repayment	<ul style="list-style-type: none"> A. Review ILA 11-006 B. Develop new ILA regarding secured loan repayment 			✓
Transition Agreement	<ul style="list-style-type: none"> A. Records transfer B. Continuing support services (i.e. closing books, processing future public records requests) C. Indemnification 			
Ending Document(s)	<ul style="list-style-type: none"> A. Formal termination letter B. Terminate or amend facility use agreement <p>FUTURE CONSIDERATIONS FOR THE MPD: -Repeal MPD Resolution #1 regarding organization of the District to reflect operations as of January 1, 2015</p>			

WORKING DRAFT

Department: Parks and Recreation

Primary Goal: Transition all maintenance and operations to TPMPD

Task	Actions and Timeline	Target Date	Assigned to	Completed
Boiler	Provide procedures and operations of boiler system.			
Chemicals Monitoring	Provide procedures for operation of computerized chemical feed system.			
Water Circulation	Provide procedures and overview of water circulation system.			
Pool filtration system	Provide procedures and overview of pool filtration system.			
Maintenance Procedures	Provide schedule of weekly, monthly, quarterly and/or annual maintenance procedures.			
WebCTRL	Provide procedures and overview of WebCTRL system.			
Inventory supplies and equipment	Prepare final inventory			
Health Department Permit Programs	Ensure permit is in PMD name			
Pool Programs	Provide copy of procedures manual			
Emergency Action Plans	Provide copy of annual program			
Marketing	Provide copy of pool chemical procedures.			
Communications	Provide list of 2013 and 2014 marketing resources. Develop joint communications letter to communicate with contractors and services to reduce confusion and save time for each agency.	Sept. 15 th Oct. 1 st	SG- 1 st draft SG/JPC - send	
Keys/Facility Security/Codes	Transfer all keys and codes from City Staff to MPD ED			
Switch garbage service from City Contract to MPD	Work with PW staff that manages this and Waste Management.			
Future Considerations for the MPD				
Grounds Maintenance	Contract with a landscape maintenance company (typical tasks): Mowing, line trimming, fertilizing, spraying, blowing, weeding, pruning, garbage cans, litter p/u, etc			
Programs/Fees	Public beginning to ask questions about 2015 programming, rentals, fees			

WORK IN PROGRESS DRAFT

2015 Facility Rentals		
<p>General questions from public</p> <p>Receiving several questions from public such as:</p> <ul style="list-style-type: none"> • When will 2015 schedule for programs/lessons be available? • When will you registration for 2015 programs/lessons begin? Typically the City begins registrations 12/1. • What is the process you have in place for honoring current pass holder's passes through the end of the valid pass period? Current staff would like information to share w/ pass holders. 		
MPD Staff Training	<p>Determine when MPD staff training will occur. Coordinate with City staff 2 weeks in advance so we can schedule staff in facility. Must occur outside of hours of operation.</p> <p>Select model for programming and instruction: American Red Cross, Swim America, Star Guard, YMCA</p> <p>Deadline: October 7th</p>	

WORKING DRAFT

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, Executive Director

BY: Vicky Carlsen, Deputy Finance Director

DATE: September 17, 2014

SUBJECT: Monthly Financial Report

ISSUE

Monthly financial report.

FINANCIAL IMPACT

DISCUSSION

July 2014 has been closed. Total revenue for the month of July is \$27,995 bringing the total revenue through July to \$515,852.

Total expenditures for the month are \$73,956. The financial report attached provides additional information detailing the total revenue and expenditures.

Also attached is the August Support Services report detailing City support services for the MPD. The calculation error from July has been corrected. Additionally, hours accidentally reported by Robert Eaton will be reversed on the September report.

RECOMENDATION

For information only.

ATTACHMENTS

- A. July Financial Statement
- B. August Support Services Report
- C. July Support Services Detail (Revised)

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2014 to July 31, 2014

Percent of year expired 58.30%

	BUDGET	Q1 TOTAL	Q2 TOTAL	JUL	YTD TOTAL	% of BUDGET
REVENUE						
TAX REVENUE	\$ 704,395	\$ 26,209	\$ 344,737	\$ 3,485	\$ 374,431	53.2%
PROGRAMS	191,800	41,863	51,166	25,041	118,070	61.6%
RENTALS	54,510	17,996	6,199	1,208	25,404	46.6%
SCHOLARSHIPS USED	(10,000)	(3,115)	(3,989)	(2,057)	(9,141)	91.4%
OTHER	-	(55)	(54)	(32)	(141)	0.0%
SALE OF MERCHANDISE	2,000	389	370	147	906	45.3%
SALE OF SWIM MERCHANDISE	-	558	508	203	1,269	0.0%
DONATIONS	1,000	78	-	-	78	7.8%
GRANT	30,000	-	4,976	-	4,976	16.6%
TOTAL REVENUE	973,706	83,924	403,933	27,996	515,852	53.0%
EXPENDITURES						
ADMINISTRATION/OVERHEAD						
11 SALARIES	45,000	9,375	11,250	3,750	24,375	54.2%
21 FICA	-	717	861	287	1,865	0.0%
24 INDUSTRIAL INSURANCE	-	25	13	7	45	0.0%
26 UNEMPLOYMENT	-	-	296	59	356	0.0%
31 OFFICE & OPERATING SUPPLIES	-	1,989	-	250	2,238	0.0%
41 LEGAL FEES/PROFESSIONAL SERVICES	14,000	3,115	10,153	3,612	16,879	120.6%
42 COMMUNICATION	-	-	429	-	429	0.0%
43 TRAVEL	-	4	-	51	55	0.0%
45 GROUND LEASE	10,950	-	-	-	-	0.0%
46 INSURANCE	11,000	10,185	-	-	10,185	92.6%
48 REPAIRS & MAINTENANCE	-	208	-	-	208	0.0%
49 MISCELLANEOUS	-	-	412	-	412	0.0%
51 INTERLOCAL CITY FEES	79,200	14,581	18,135	5,887	38,603	48.7%
TOTAL ADMINISTRATION	160,150	40,199	41,648	13,902	95,649	59.7%
CAPITAL & DEBT SERVICE						
BRIDGE LOAN PAYMENT	121,458	30,364	30,364	10,121	70,849	58.3%
BOND PAYMENT	113,130	-	56,566	-	56,566	50.0%
CIP & LIFE-CYCLE REPLACEMENT	50,000	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	314,588	30,364	86,930	10,121	127,415	40.5%
OPERATIONS						
11 SALARIES	148,848	35,797	35,920	13,810	85,527	57.5%
12 EXTRA LABOR	140,000	39,348	45,228	19,253	103,827	74.2%
13 OVERTIME	5,000	1,226	309	-	1,535	30.7%
SALARIES & WAGES	293,848	76,372	81,454	33,063	190,889	65.0%
21 FICA	22,005	5,808	6,197	2,518	14,523	66.0%
23 PERS	16,379	4,398	4,668	1,467	10,532	64.3%
24 INDUSTRIAL INSURANCE	18,050	4,576	4,530	1,885	10,991	60.9%
25 LIFE, OPTICAL	1,391	326	317	109	753	54.1%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,937	7,735	8,263	2,843	18,840	60.9%
PERSONNEL BENEFITS	88,762	22,843	23,975	8,822	55,640	62.7%
31 OFFICE & OPERATING SUPPLIES	10,000	2,428	4,318	1,235	7,981	79.8%
31 CHEMICALS	7,375	2,271	2,218	801	5,290	71.7%
34 RESALE PURCHASES	1,500	213	358	-	571	38.1%
SUPPLIES	18,875	4,912	6,894	2,037	13,842	73.3%
42 COMMUNICATION	2,200	464	814	645	1,923	87.4%
44 ADVERTISING	10,000	1,194	835	-	2,028	20.3%
45 OPERATING RENTALS & LEASES	750	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	80,000	13,922	16,736	3,035	33,693	42.1%
48 REPAIRS & MAINTENANCE	20,800	2,352	11,454	1,522	15,329	73.7%
49 MISCELLANEOUS	5,200	1,648	1,788	222	3,658	70.4%
49 CREDIT CARD FEES	4,500	856	1,226	587	2,669	59.3%
OTHER SERVICES & CHARGES	123,450	20,436	32,853	6,011	59,300	48.0%
TOTAL OPERATIONS	524,935	124,562	145,176	49,933	319,671	60.9%
TOTAL EXPENDITURES	999,673	195,126	273,654	73,956	542,735	54.3%
CHANGE IN FUND BALANCE	(25,968)	(111,200)	130,279	(45,961)	(26,883)	103.5%
BEGINNING FUND BALANCE	440,537	319,430	208,230	338,508	319,430	72.5%
ENDING FUND BALANCE	\$ 414,569	\$ 208,230	\$ 338,508	292,547	\$ 292,547	70.6%

Tukwila Metropolitan Park District
 Support Services Summary
 August 2014

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
Mayors Office	03	2.75	121.42
Finance	05	25.50	1,431.58
Parks and Recreation	07	26.50	1,226.03
IT	12	1.00	47.39
Parks	15	15.00	1,084.26
Grand Total		70.75	\$3,910.68

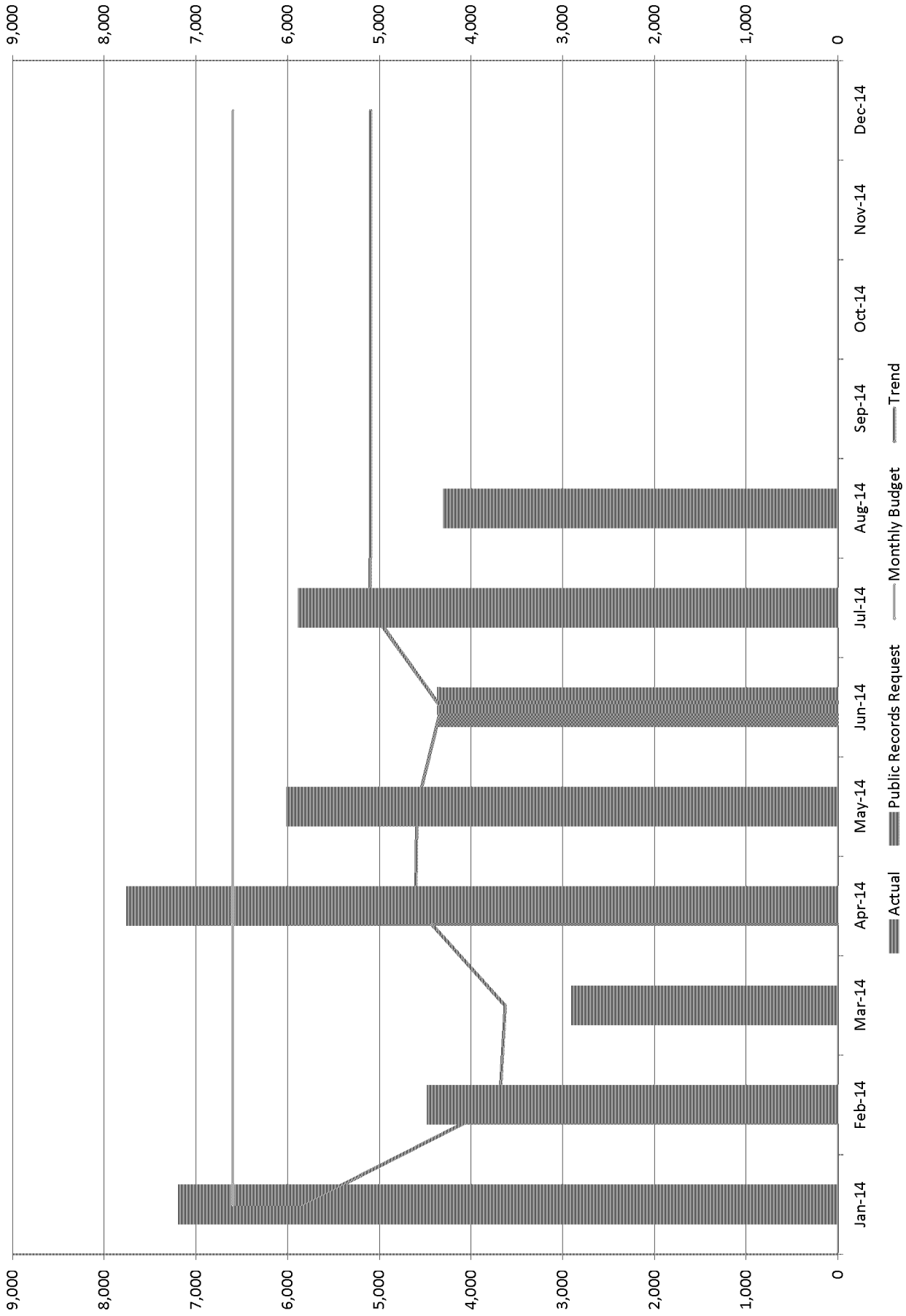
Overhead Expense 10%
 Invoice Total **\$4,301.74**

Sum of Hours	Full Name	Activity Description	Total
0.5	ALMBERG-DIDEON, DANA	Copy & Distribute MPD packet	0.5
0.5	CARLSEN, VICTORIA	MPD Accounting	0.5
3	EATON, ROBERT	Researched and drafted response to financial questions raised at Board meeting	3
2	FRICKE, KAREN	Security alarm response	2
1	HART, MELISSA	CAP Prep - MPD Support Services Transition	1
15	JUE, LILY	MPD Payroll Processing	15
4	KING, JAMES	MPD Meeting: Prepare minute template for Lady of Letters, assist in Chamber set-up and identify records to be signed at the August Board Meeting.	4
11	LE, BAO-TRAN	MPD Meeting: Prepare minute template for Lady of Letters, assist in Chamber set-up and identify records to be signed at the August Board Meeting.	11
2	O'FLAHERTY, CHRISTY	Finance: April MPD Bank reconciliation	2
5	STILL, RICK	Finance: May 2014 MPD bank reconciliation	5
4	ZELLERHOFF, CRAIG	Finance: June 2014 MPD bank statement reconciliation	4
14.5	JABER, SUSAN	took readings for pool/lubed diving board and pool cover rollers, looked at floor scrubber briefly due to lack of time. repaired shower that wouldn't shut off also pulled floor scrubber apart and repaired as necessary for it to work.	14.5
2.5		POOL check pressures at pool grease diving board and pool cover rollers	2.5
5.5		POOL backwashed pool filters lubed pool cover rollers and diving board	5.5
1.5		POOL Did check on pressures and noted readings in book	1.5
4		Digitize records	4
1		MPD: Multiple communications with Executive Director regarding MPD agenda for printing	1
0.75		MPD Board Meeting	0.75
0.75		MPD Accounting	0.75
0.75		MPD ACCOUNTS PAYABLE PROCESSING	0.75

Tukwila Metropolitan Park District
 Support Services Summary
 August 2014

JABER, SUSAN	MPD - A/P CLAIMS PROCESSING	1
TAKECHI, RICHARD		1.5
	Prepare MPD excise tax return.	0.5
	Process MPD receipts.	1
HALE, PAULA		10
	pool deposit	10
COMPTON, ERIC		1
	Printer Maintenance	1
HANSEN, PENNY		2
	Processing MPD Receipts	2
Grand Total		70.75

2014 MPD Support Services Cost



Tukwila Metropolitan Park District
 Support Services Summary
 July 2014

Dept Description	DEPT	Values	Sum of HO	Sum of SALARIES & BENEFITS
Mayors Office	03	15.25		702.05
Finance	05	25.25		1,305.43
Parks and Recreation	07	33.50		1,253.50
IT	12	23.00		1,347.40
Parks	15	13.50		743.59
Grand Total		110.50		\$5,351.97

Overhead Expense	10%	\$535.20
Invoice Total		\$5,887.17

Sum of Hours	Full Name	Activity Description	Total
	ALMBERG-DIDEON, DANA		
3		Reprint MPD packet materials and set up chambers for meeting	
2		Print & distribute MPD packet	
1			
1.5	CARLSEN, VICTORIA		
1		MPD Accounting	
0.5		Meeting with ED regarding budget	
2	CLINE, DAVID		
2		MPD Meeting	
10	EATON, ROBERT		
2.5		MPD Repairs and Maintenance Budget Line Item Update and Forecast Memo	
2		Facility Maintenance - Boiler Expansion Tank, pumps, filter system.	
4		Burglar Alarm Response	
1.5 *		MPD Transition Meeting	
2	FRICKE, KAREN		
2		MPD Payroll Processing	
6	HART, MELISSA		
0.25		MPD: Received minutes from Lady of Letters and forwarded summary minutes to the MPD Executive Director. Began review of minutes.	
0.5		MPD: Print final Resolution for signature by Board President and Clerk of the Board in preparation of mailing to MPD Board Attorney. Distributed June MPD E	
0.5		MPD: Assist in the preparation of the Council Chambers for the July MPD Board meeting.	
4.25		MPD: Finish restoring Council Chambers for Court use from July MPD Board meeting, gathered Audio CD and signed documents left in Chambers; copy and	
0.5		Receive MPD Special Meeting minutes from the ED, review and transfer to the standard minute template. Returned minutes to ED with a reminder that the m	
5.75	JUE, LILY		
1.25		Fin & Acctg: Reviewed & posted 14 MPD uploaded JEs regarding loan pmts & loan receivables for the months of Jan thru July 2014.	
3		Fin & Acctg: Portion of MPD March bank statement reconciliation.	
1.5		April 2014 MPD Bank Reconciliation	
11.5	KING, JAMES		
2		did walk through at pool checked all pressures lubed door latches with wd 40	
5.5		took pool readings, lubed diving board & pool cover rollers, lubed exterior doors, called multiple contractors for quotes for new expansion tank cost and labor c	
2		check pool readings lube pool cover rollers and diving board	
2		took readings of pool pressures, inspected door for not closing properly, bought and installed longer screws to hold upper hinge so door doesn't sag	
1.5	LE, BAO-TRAN		
1.5		Digitize records	

**Tukwila Metropolitan Park District
Support Services Summary
July 2014**

MARCUM, MICHAEL	Dead computer, card printer not working.	15
	Finished working on card printer. Started setting up external email accounts for MPD board. Changing DNS services to different carrier for MPD	4
	Finalized DNS switch MPD, migrated email from old carrier to new. Configured Jennifers email client on her phone and laptop, created step-by-step instructic	5
	Continued Outlook configuration for the new MPDI email for Jennifer	1
	Kathy Hougardy- MPD Email issue through web portal. Ticket #6277	1
O'FLAHERTY, CHRISTY		2.75
	MPD: Re-send of various meeting notice templates to ED; Review and edit Special Meeting Notice for 7/19 as well as Special Meeting Agenda; Provide guid;	1
	MPD: Update Special Meeting Agenda Front Sheet with corrected location; correspondence with E.D. regarding agenda status; file final special meeting notic	0.5
	MPD: Receipt of email to download packet materials distributed at 7/19 Special Meeting; downloaded materials and provided direction to staff to import them i	0.75
	MPD: Multiple emails with ED regarding amended agenda for 7/23 Board Meeting; receive amended agenda for inclusion in DRC and creation of printed copi	0.5
ZELLERHOFF, CRAIG		9.5
	MPD Accounting	9.5
JABER, SUSAN		2.5
	MPD ACCOUNTS PAYABLE PROCESSING	2
	MPD MONTH END A/P PROCESSING	0.5
JAEGER, BRIAN		3.5
	litter p/u, change cans	0.5
	mowing, line trimming around bldg	1
	cleanup for event	2
TAKECHI, RICHARD		2
	Processing MPD Receipts	2
	Process MPD receipts.	0.5
	Preparing MPD excise tax return	0.5
HALE, PAULA		1
	pool deposit	22
COMPTON, ERIC		22
	IT Assistance	3
HANSEN, PENNY		3
	Processing MPD Receipts	2
MIOTKE, MARY		2
	Setting up MPD Commissioner's email accounts with archive and annual billing	5
		5
Grand Total		110.5

* Corrections to the hours reported for Robert Eaton will occur on the September invoice.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: September 16, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

ISSUE

Summary of the September meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date September 6th, 2014

DISCUSSION

- 1) The committee discussed in depth lessons learned from the community picnic/BBQ. Everyone agreed that judging attendance, consistency and marketing are the key values to creating successful events in the future. Jennafer has requested the committee be more involved with marketing and promotional events in the future. Following transition to a self operated model quarterly promotional events are being considered by the committee.
- 2) TPAC members gave reports on the initial operations transition subcommittee meetings they have attended. All agreed that there is much to do and were off to a good start. Please see the draft September TPAC minutes for a more in detailed report.
- 3) Our ED gave a briefing regarding the Aquatics Manager candidates currently being screened for interview. She said the process is working well and there is good pool of candidates for the hiring subcommittee to choose from. Jennafer requested TPAC add a 15 minute standing agenda item for marketing. She requested that next year TPAC be more involved in the pool marketing strategy. All members present agreed with her recommendations.

TPAC RECOMMENDATIONS

None for the month of September

Tukwila Pool Advisory Committee

September 6, 2014

"Draft" Minutes

Tukwila Community Center

Call to Order: 8:11 am Dave Puki

ATTENDANCE: TPAC Members: Jeri Frangello-Anderson, Vanessa Zaputil, Dave Puki

TPMPD Clerk: Kate Kruller

TPMPD Executive Director: Jennafer Price-Cargill

GUEST: Diane Myers

Approval of August 2, 2014 Minutes: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote

BUSINESS ITEM 1: Community/public pools marketing discussion continuation. Capture any lessons learned from first community/pool event: Presentation was made to the board at the August MPD meeting and very well received. Biggest challenge was determining crowd attendance. Follow up with Parks Department for what their opinion was regarding the event and if they would like to see a continuation of this event in the future. Consistency is key, need to continue at least 3 years to see results. Early planning would also help with organization for volunteers from different organizations and sponsorship opportunities. Jennafer indicated that as we go through this transition more community events will be key in the future. Marketing in the future for upcoming events would be key to get the word out like eblasts to members, signage, staff involvement. Continue marketing events at the pool for 2015, possibly once a quarter. Jennafer indicated that with the transition she would love to see TPAC be very involved with helping the new Aquatics Manager with marketing. TPAC to add a 15 minute marketing agenda item to each TPAC meeting.

BUSINESS ITEM 2: MPD Operations transition subcommittee reports and discussion what's next moving forward:

Logistics Committee: Dave Puki .

Dave indicated that there is a lot to accomplish. Verna had provided a policy matrix showing what Tukwila currently has, William Shore Policies and Des Moines Policies to be able to work with as a guideline. Task list was provided to include Finance, Human Resources, Pool Operations, Legal and IT. The Logistics Committee decided that IT is such a huge task, that they have requested that there be an IT

Committee be formed. Finance is also a big item, that this also be included with the Budget Committee. Discussion at the Logistics meeting and looking at the possibly of continuing contracts with current service providers for continuation of services. Communication between current and new operations will be key to success. Next Logistics meeting is September 18th at 6:30 at Valley View Library.

Budget Committee: Vanessa Zaputil

Recommendation made to Commissioners to authorize to pay Aquatic Manager and try to stay to lower end of the salary base. Discussion regarding the Executive Director salary and the additional work that will be required and how she will be compensated. Next Budget meeting, September 6, 2014 from 1-3 at the Burien Library. Discussion regarding the possibility of having the sub-committee meetings at Valley View Sewer district.

Hiring Committee: Jennafer Price-Cargill reported due to Kim McCoy not available

19 candidates, 11 made it through the minimum qualifications. 11 were asked to do a phone screening, out of the 11, 9 did phone screening. Jennafer did all phone screenings, 6 were recommended and 5 moved forward. 1 candidate is local and 4 are out of the area. Skype interviews to take place on September 9th and 11th. Committee members to review recordings of interviews and present their recommendation on September 23rd to the board. Steve Burke also to interview the candidates one on one to review their qualifications.

BUSINESS ITEM #3: Executive Director Report. Jennafer indicated that in 2015 she would really like to see TPAC be very involved with marketing and policies in 2015. TPAC members were in total agreement with future involvement regarding marketing and policies.

Vanessa made motion to adjourn, Jeri seconded.

Meeting adjourned 9:46

Next TPAC Meeting October 4, 2014

Tukwila Pool Advisory Committee

August 2, 2014

FINAL Minutes

Tukwila Community Center, Arts Room "A"

CALL TO ORDER: 8:11, Vanessa Zaputil called the meeting to order

ATTENDANCE:

TPAC Members: Kim McCoy, Kay Mulliner, Vanessa Zaputil, Jeri Frangello-Anderson and Dave Puki arrived at 8:25

TP MPD Clerk: Kate Kruller

TP MPD Commissioner: Allan Ekberg

Guests: Ellen Gengler, Jacque Carroll and Diane Myers

TP MPD Executive Directory: Jennafer Cargill-Price called in at 9:10

Approval of July 12, 2014 Minutes. Jeri made motion to accept minutes as presented, Kay seconded.

Unanimous vote

BUSINESS ITEM 1: Review of Community BBQ Fundraiser Swim event held July 26th including funds raised for the Scholarship Program. Event went off as planned and well supported. Volunteer support was fantastic. Health Department, Ann Jackson was very supportive and was very impressed by Dave's invention for a hot water had washing station. Total raised for the Scholarship Program was \$ 273.00. A special acknowledgement and huge thank you to all the volunteers that gave up their time and support. Diane was awesome for getting people to come back for the \$1.00 swim. TPAC noted that the \$1.00 swim at the pool wasn't marketed well. A huge shout out thank you to Global to Local for supplying volunteers and Ellen Gengler for providing the graphics and signage. A huge Thank You to Dave Puki for purchasing and providing all the food and drinks for the event.

BUSINESS ITEMS 2: Discussion regarding Board direction toward self-operation and requests for member participation on subcommittees: Solicit volunteer TPAC members for selection to sub committees per request. Dave handed out an unofficial memo from the Board President regarding the future operations of the pool. The unofficial memo indicated implementing hiring an Aquatics Manager, Engage an Accountant, Install a new POS system, replace all city owned equipment, hire additional staff, develop basic TMPD policies and procedures and establish new service and rental agreements. Three

committees are in need of TPAC participation. Budget, Hiring and Logistics. Vanessa voiced that she would definitely like to be part of the budget committee; she feels that this is her strength and would like to be involved with this committee. Kim indicated that he had experience with hiring and would be more than happy to serve on the hiring committee. Jeri indicated that she also would be interested in serving on this committee. Dave feels his strength would be closely related to the logistics committee. TPAC Members and TP MPD Clerk also noted that Kay would be a huge asset to hiring. Kay agreed to volunteer as needed as an Ad Hoc if needed. Allen noted that Ellen would also be a huge asset to the budget committee. Vanessa indicated that in talking with Verna at the BBQ, hiring the Aquatics Manager needs to happen sooner than later. Kim made a motion for the board to consider Kim/Jeri for the Hiring Committee, Vanessa for the Budget Committee and Dave for Logistics. Kay as an Ad Hoc as needed. Jeri seconded.

Kate did indicate that if the board isn't ready by the first of the year, the city has indicated that they will be there if needed if everything is not ready to go by the end of the year deadline to keep the pool operational.

Unanimous vote.

Vanessa exited meeting at 8:30 am

BUSINESS ITEM 3: Executive Director Update. Jennafer called in at 9:10 with update. Jennafer indicated that the Aquatics Manager position was posted to the NRPAC Website on Friday 8/1 and so far there are 3 very qualified people interested. Jennafer has put together a preliminary date of August 19th for the Hiring Committee to meet. Jennafer also sent the job description to Steve Burke and the Board. Dave asked Jennafer if TPAC and the Commissioners could also receive the job posting via email. Dave to email back to the board the TPAC volunteers interest in the various committees in regards to unofficial memo provided for the future operations of the Tukwila Pool.

Kim made motion to adjourn, Jeri seconded.

Next TPAC meeting September 6, 2014

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Jennafer Price Cargill, Executive Director

DATE: September 18, 2014

SUBJECT: **Ad hoc transition committees update**

ISSUE

An update on the progress of the ad hoc committees formed to transition the Tukwila Pool operations to the TPMPD

FINANCIAL IMPACT

none

BACKGROUND

In July, the TPMPD Board voted to form four ad hoc committees to address the various work necessary to transition to self-operating. Those committees were: Hiring, Logistics, Budget and Legal.

DISCUSSION

For information purposes only.

- The Hiring Committee met 3 times, reviewed applications from 19 candidates, screened 9, interviewed 5 and are recommending 3 finalists for the Aquatics Manager position to the full Board of Commissioners.
- The Budget Committee has developed a schedule of tasks and recommendations on the budget for staff benefits.
- The Logistics Committee has reviewed the Master Transition Task list, developed a Policy Matrix and recommended the creation of an IT Committee.

ATTACHMENTS

none

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Dennis Robertson, Budget Committee Chair

DATE: September 18, 2014

SUBJECT: **Budget Committee Recommendations**

ISSUE

An overview of the recommendations to date provided by the Budget Committee

FINANCIAL IMPACT

The recommendations included here will be reflected in the 2015 Budget. Exact amounts are yet to be determined.

BACKGROUND

In July, the TPMPD Board voted to form an Ad-Hoc Budget Committee. That committee elected Commissioner Dennis Robertson as the Chair. Additional committee members are Commissioner Allan Ekberg (replacing former member Commissioner Kate Kruller), TPAC Vice-Chair Vanessa Zaputil, Community Member Ellen Gengler, and Executive Director Jennafer Price Cargill.

DISCUSSION

The Budget Committee would like to provide the Board of Commissioners with a schedule by which they will deliver necessary documents and recommendations in support of the transition relating to the areas of finance and budget. These will include (but are not limited to):

- A Treasurer Recommendation
- A 2015 Budget
- TPMPD Financial Policies and Procedures

Additionally, the Budget Committee has provided some preliminary expense guidelines on employee benefits for the Logistics and Hiring Committees as they move forward with developing Personnel Policies and hiring an Aquatics Manager respectively.

ATTACHMENTS

- Attachment A: Budget Committee Deliverables Schedule for TPMPD Board Meetings
- Attachment B: Recommended Benefits Budget for TPMPD Employees

ATTACHMENT A

Budget Committee Deliverable Schedule for TPMPD Board Meetings

Deliverable	Sept. 2014	Oct. 2014	Nov. 2014	Dec. 2014	Jan. 2015	Feb. 2015	Mar. 2015	
Staffing Benefits Expense Guidelines	✓							
Transitional Budget		✓						
Treasurer Recommendation		✓						
CPA/Bookkeeper Competencies & Duties Recommendation		✓						
2015 Budget			✓					
Financial Policies				✓	✓	✓		
Financial Processes				✓	✓	✓		
Financial Plan							✓	
Input to IT on POS system, etc.		<i>As Needed</i>						

Recommended Benefits Budget for TPMPD Employees

Required Benefits – These include payroll taxes and L&I. Employers are required to pay these for all employees. The Budget committee intends to recommend a budget that contains an expense equivalent to 15% of total salaries and hourly wages to cover this expense.

Optional Benefits – Specific optional benefits are yet to be decided, but could cover such things as health, dental, retirement or a cafeteria plan that allows the employee flexibility within certain guidelines. These benefits are not required, and the Budget Committee recommends that they be provided to Management employees only. The Budget committee intends to recommend a budget that contains an additional expense equivalent up to 15% of total Management salaries and hourly wages to cover this cost.

Paid Holidays – The Budget Committee recommends that the pool remain open 363 days per year. The other two days (Thanksgiving Day and Christmas Day) the pool would be closed and the Management employees would be compensated with holiday pay.

Paid Time Off (PTO) – The Budget Committee intends to recommend a budget that allows management employees to accumulate 1 day per month of paid time off (PTO) to be used at the discretion of the employee for a maximum of 12 days in the first year. The Budget Committee will also be recommending a policy that allows management employees to earn an additional day each year to a maximum of 18 PTO days. PTO cannot be carried over from one year to the next.

Required Benefits – (All Employees)	Optional Benefits – (Management)	Paid Holidays and Paid Time Off Days (PTO)
15.00%	Up to 15.00%	Year 1 = 14 total days for sick, vacation, holiday & personal time (2 Paid Holidays + 12 PTO days) To be used at the discretion of the employee. Planned leave, such as vacation or personal time may require advance approval from a supervisor.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, Executive Director

DATE: September 18, 2014

SUBJECT: **Aquatics Manager Hire**

ISSUE

The Board of Commissioners decision on their candidate of choice for the Aquatics Manager position.

FINANCIAL IMPACT

To be determined

BACKGROUND

In July, the TPMPD Board voted to self-operate the pool. On August 1st the position of Aquatics Manager was posted to a national website specifically devoted to recreational professionals. A Hiring Committee was formed and began meeting on August 19th. Nineteen applications were received and the Hiring Committee chose 11 of these applicants for an initial phone screening, (only 9 completed this process). Five semi-finalists were interviewed via Skype and the Hiring Committee has recommended three finalists to the Board. The Board of Commissioners held a question and answer session with the finalists at a Special Meeting of the Board on September 23, 2014.

DISCUSSION

As needed

ATTACHMENTS

none

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: Sept 18, 2014

SUBJECT: **2014 Reporting of Abandoned Property to the WA State Department of Revenue Unclaimed Property Section**

ISSUE

Annual write-off of outstanding and unredeemed accounts payable claims and payroll checks.

BACKGROUND

Each year, the TPMPD holds abandoned or unclaimed property that is owed either to individuals or business vendors that must be reported by November 1st to the Washington State Department of Revenue Unclaimed Property Section. All local governments are required to report all unclaimed property except unclaimed restitution. Normal restitution is submitted to the County Treasurer each month for the Crime Victims Fund. Unclaimed restitution is then reported each year by the County Treasurer to the State Treasurer.

DISCUSSION

The annual proposed resolution totaling \$151.37 reflects amounts deemed as abandoned or unclaimed property. For the 2014 unclaimed property report year, reporting of abandoned Accounts Payable claims checks total \$68.50; and reporting of Payroll checks total \$82.87.

To the extent possible, those individual property owners with unclaimed accounts payable claims and payroll checks have been notified by the City through the “good faith” effort of being served due diligence letters. These individual property owners have either not responded to the due diligence notifications and/or cannot be located in order to claim their property.

RECOMMENDATION

The Board of Commissioners is being asked to approve the Resolution declaring the cancellation of unclaimed accounts payable and payroll checks and consider these items on the Consent Agenda at the September 24, 2014 Regular Meeting.

ATTACHMENTS

- Proposed Draft Resolution
- 2014 Unclaimed Property Summary Detail Report

TUKWILA POOL METROPOLITAN PARK DISTRICT

Resolution No: _____

A RESOLUTION OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT, AUTHORIZING THE CANCELLATION OF OUTSTANDING CLAIMS AND PAYROLL CHECKS.

WHEREAS, the State of Washington, Department of Revenue Unclaimed Property Section, for the reporting on year 2014, requires a one-year dormancy period for outstanding claims and payroll checks issued from the General Government Fund and;

WHEREAS, the City of Tukwila, on behalf of Tukwila Pool Metropolitan Park District has made all reasonable attempts to resolve the outstanding, unredeemed General Fund claims; and

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District wishes to cancel all outstanding, unclaimed General Fund claims, payroll checks issued prior to July 1, 2013;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Board of Commissioners authorizes the cancellation of General Fund and payroll checks as detailed on the 2014 Unclaimed Property Summary Detail Report.

PASSED BY THE BOARD OF COMMISSIONERS, at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Jennafer Price Cargill, Executive Director

De'Sean Quinn, Board President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the Board: _____

Resolution Number: _____

Brian Snure, TPMPD Attorney

Attachment A: 2014 Unclaimed Property Summary Detail Report

2014 Unclaimed Property Summary Detail Report

Outstanding Check Listing 7/1/2012 - 6/30/2013

Check #	Check Date	Vendor	Vendor Invoice	Inv Date	Amount	Letter/Affidavit Sent	Letter Ret a w No Forwarding	Letter Ret a w New Address, re-sent
361309	08/20/2012	HARVEY WILLIAMS	014359 678241	07/30/2012	58.50	05/01/14		
363332	05/06/2013	MATHANGI SOMANADHAN	014908 716589	04/17/2013	10.00	06/10/14		
526478	41172	ALLEN, BRIAN	9/1-9/15/12	09/20/2012	82.87	04/25/14		
					\$ 151.37			