

Tukwila Metropolitan Park District

Resolution No. 13

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ADOPTING THE ANNUAL BUDGET OF THE METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2013.

WHEREAS, the City of Tukwila has submitted to the Board of Commissioners a budget and estimate of monies required to meet public expenses for the Tukwila Metropolitan Park District for the year 2013; and

WHEREAS, a public hearing on the proposed budget was advertised and held on November 19, 2012;

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

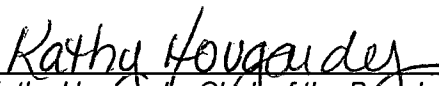
Section 1. The Board of Commissioners of the Tukwila Metropolitan Park District hereby adopts the document entitled "Metropolitan Park District 2013 Budget," incorporated by this reference as if fully set forth herein.

Section 2. The total of the estimated revenues and appropriations for the Tukwila Metropolitan Park District is \$2,543,523.

Section 3. A complete copy of the final budget for 2013, as adopted, together with a copy of this adopting resolution, shall be kept on file in the City Clerk's Office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 19th day of November, 2012.

ATTEST/AUTHENTICATED:


Kathy Hougard, Clerk of the Board


Verna Seal, President, Board of Commissioners

APPROVED AS TO FORM BY:

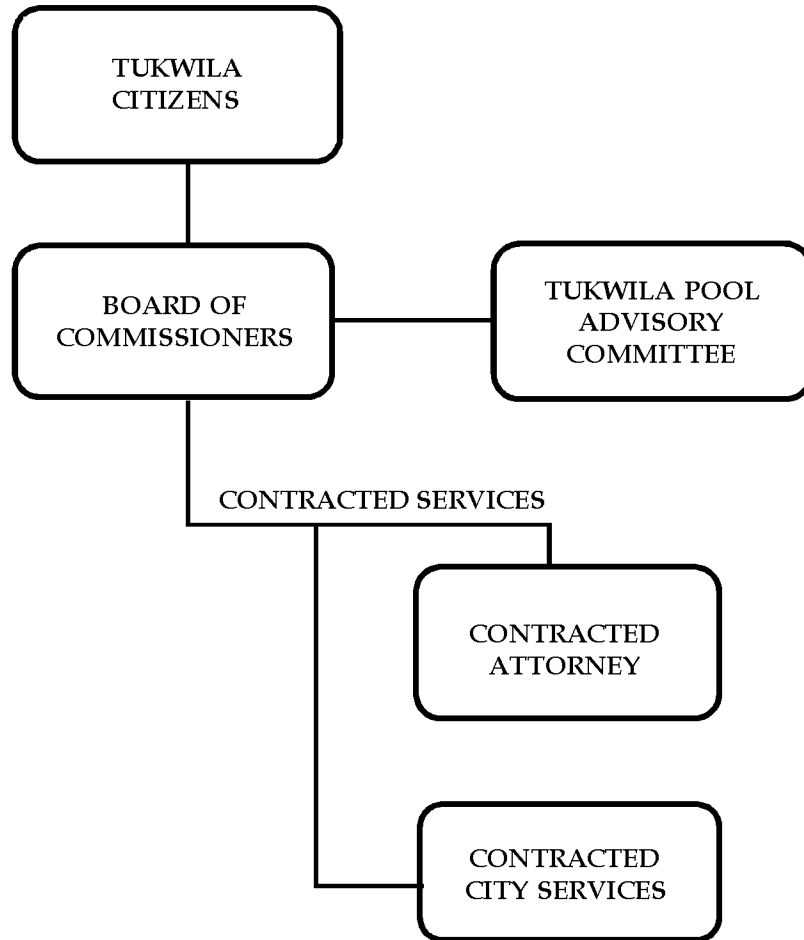

Lisa M. Marshall, Commission Attorney

Filed with the Clerk: 11/14/12
Passed by the Commission: 11/19/12
Resolution Number: 13

Attachment: Metropolitan Park District 2013 Budget

2013 ADOPTED BUDGET

Metropolitan Park District



Goals & Accomplishments

DEPARTMENT: N/A

FUND: Agency

RESPONSIBLE MANAGER: Verna Seal

DIVISION: N/A

FUND NUMBER: 630

POSITION: Board President 2012

Description

The mission of the Tukwila Pool Metropolitan Park District (TMPD) is to promote and provide social, cultural, physical and safe swimming activities, lessons, and events for participants of all ages and abilities during their leisure time.

The Tukwila Pool Metropolitan Park District will provide lessons and open swims year-round. The aquatic staff, which include both part and full-time employees, are contracted resources used to conduct these water and swimming services and programs for the community. Fees are collected in an effort to offset operational costs.

2012 Accomplishments

- ◆ Aquatic Program fee revenue is 19% ahead of 2011 through September 2012.
- ◆ Increased cost program recovery to meet council direction.
- ◆ Implemented non-resident fee structure for programs.
- ◆ Offered after school Special Olympics Swim Team program for Tukwila and other local area school district students in the spring. Eighteen athletes participated on this year's team.
- ◆ Increased the program offerings for Teens with Teen Late Night at the Pool and additional Open Swim offerings.
- ◆ Researched, educated, and confirmed approval for entering into the Energy Savings Performance Contracting (ESPC) program with Washington State Department of Enterprise Services.
- ◆ Completed Planning and Design work of the ESPC and solicited bids.
- ◆ Received grant from Department of Commerce for the construction of the ESPC.
- ◆ Began capital improvement to the facility through ESPC.

2013 Program Goals

- ◆ Increase Aquatic Program fee revenue by 5%.
- ◆ Implement new TMPD resident and non-resident fee structure for passes.
- ◆ Implement new TMPD employee handbook.
- ◆ Increase number of participants in after school Special Olympics Swim Team program for Tukwila and other local area school district Students in the spring.
- ◆ Develop a long term marketing plan for the Pool and its programs.
- ◆ Continue to develop the Tukwila Pool Scholarship Program so that it supports the community needs and develop community support for fundraising efforts to sustain the scholarship program.
- ◆ Develop an afterschool swimming fitness program for Spring 2013 geared toward Middle School Age youth.

Tukwila Metropolitan Park District

Description	2011 BUDGET	2011 ACTUALS	2012 BUDGET	2013 BUDGET
Beginning Fund Balance	\$ -	\$ -	\$ 63,491	\$ 197,605
REVENUE				
Tax Levy	-	-	-	680,186
Program Fees	35,000	32,375	128,570	180,000
Rentals	9,615	12,604	29,000	31,000
Donations	-	168	-	-
State Grant	-	-	-	416,666
Tax Exempt Lease Program - Loan	-	-	-	1,000,000
General Fund Loan	191,294	191,294	870,640	38,066
REVENUE TOTAL	\$ 235,909	\$ 236,441	\$ 1,028,210	\$ 2,345,918
EXPENDITURE				
10 Salaries & Wages	\$ 77,740	\$ 66,024	\$ 246,568	\$ 259,684
20 Personnel Benefits	28,434	20,408	78,807	81,775
30 Supplies	8,036	7,687	15,047	15,179
40 Other Services & Charges	90,928	78,831	273,674	257,122
60 Capital	-	-	-	1,416,666
70 Debt Service	-	-	-	173,850
00 Other-Life Cycle Replacement	-	-	250,000	-
00 Other-CIP Reserve	-	-	30,000	30,000
EXPENDITURE TOTAL	205,138	172,950	894,096	2,234,276
Ending Fund Balance	30,771	63,491	197,605	309,247
Required Reserve - Fund Balance (15% of Expenditures)			134,114	122,642
Change in Fund Balance	30,771	63,491	134,114	111,642
Metropolitan Park District Proposed Budget			\$ 894,096	\$ 2,543,523

* 2011 activity is based on the formation of the MPD effective 9/14/2012.

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2012 FTE	2012 Budgeted		2013 FTE	2013 Budgeted	
		Salaries	Benefits		Salaries	Benefits
Aquatics Program Coordinator	1	\$ 79,416	\$ 34,791	1	\$ 82,872	\$ 34,097
Aquatics Program Specialist	1	53,652	24,519	1	58,812	24,501
Extra Labor		113,000	19,497		118,000	23,177
Overtime		500	-		-	-
Department Total	2	\$ 246,568	\$ 78,807	2	\$ 259,684	\$ 81,775

Professional Services

Professional services and contracts for the Metropolitan Park District include communications, security and fire monitoring, operating lease, utilities, memberships, as well as contracted legal and City services.

Account Number	Purpose	2012	2013
630.00.576.200.41.00	Consultants	\$ 300	\$ 100
630.00.576.200.42.00	Phone, security and fire monitoring	4,000	4,000
630.00.576.200.43.00	Mileage, meals, lodging, parking for WRPA conferences, training	400	-
630.00.576.200.44.00	Advertising banners, newspaper job listings	400	4,000
630.00.576.200.45.00	Rental of scissor lift for lights and ballasts	500	400
630.00.576.200.45.00	School Lease	10,950	10,950
630.00.576.200.47.00	Gas, electricity, sewer, and water	128,000	103,120
630.00.576.200.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	25,000	20,000
630.00.576.200.49.00	Permit fees, memberships, education and training	2,224	5,000
630.00.576.200.49.00	Contract Legal services	5,000	6,240
630.00.576.200.49.00	Contract City services	90,000	90,000
630.00.576.200.49.00	WCIA Insurance	5,000	9,912
630.00.576.200.49.08	Credit card charges	1,900	3,400
	Total Professional Services	\$ 273,674	\$ 257,122

Performance Measures

Parks & Recreation Aquatics Recreational Services	2009 Actual	2010 Actual	2011 Actual	2012 Projection	2013 Projection
Membership visits	14,234	14,585	13,527	11,607	15,000
Drop-in: lap, family & public swim	115,453	10,276	9,969	9,365	10,000
Swimming Lesson Registrants	2,129	2,150	2,146	2,174	2,300
Facility rentals	1,937	2,063	2,067	1,400	2,000
Rental attendance	56,735	56,370	35,164	35,000	36,000

Melissa Hart

From: Melissa Hart
Sent: Wednesday, January 23, 2013 2:50 PM
To: 'walzd@sao.wa.gov'
Subject: Tukwila Metropolitan Park District 2013 Budget
Attachments: MPD Res 13 - 2013 Budget.pdf

January 23, 2013

TO: WASHINGTON STATE AUDITOR'S OFFICE
Mr. Duane Walz

Good Afternoon Mr. Walz,


Attached is 1 PDF file encompassing the 2013 Tukwila Metropolitan Park District Budget as adopted by Resolution No. 13. This document is required to be transmitted to the State Auditor's Office. Please advise that you received this successfully and if you require anything further.

Thanks so much!

Melissa Hart, C.M.C.

Deputy City Clerk, City of Tukwila
6200 Southcenter Blvd, Tukwila, WA 98188
ph: (206) 433-1830 | fx: (206) 433-1833
Melissa.Hart@TukwilaWA.gov | www.TukwilaWA.gov

****NEW EMAIL ADDRESS AND WEB ADDRESS!****

 **Please consider the impact on the environment before printing this e-mail.**

Melissa Hart

From: Duane Walz <walzd@sao.wa.gov>
To: Melissa Hart
Sent: Thursday, January 24, 2013 7:37 AM
Subject: Read: Tukwila Metropolitan Park District 2013 Budget

Your message

To:
Subject: Tukwila Metropolitan Park District 2013 Budget
Sent: Thursday, January 24, 2013 7:36:39 AM (UTC-08:00) Pacific Time (US & Canada)

was read on Thursday, January 24, 2013 7:36:36 AM (UTC-08:00) Pacific Time (US & Canada).

Melissa Hart

From: Ingrid de la Jara <idelajara@mrsc.org>
Sent: Wednesday, January 23, 2013 3:24 PM
To: Melissa Hart
Subject: RE: Tukwila Metropolitan Park District 2013 Budget

Good afternoon Melissa.

Thanks for sending the document. This is to confirm receipt.

Ingrid

Ingrid de la Jara

Library and Web Content Specialist / Municipal Research and Services Center
2601 Fourth Avenue, Suite 800 / Seattle, WA 98121-1280
Phone: 206-625-1300 / Email: idelajara@mrsc.org



From: Melissa Hart [<mailto:Melissa.Hart@TukwilaWA.gov>]
Sent: Wednesday, January 23, 2013 2:50 PM
To: Ingrid de la Jara
Subject: Tukwila Metropolitan Park District 2013 Budget

January 23, 2013

TO: MUNICIPAL RESEARCH AND SERVICES CENTER
Ms. Ingrid de la Jara, Library Technician

Good Afternoon Ms. de la Jara,


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Thanks so much!

Melissa Hart, C.M.C.

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