



NORMANDY PARK METROPOLITAN PARK DISTRICT

MEETING AGENDA NOVEMBER 12, 2024

AT CITY HALL - 801 SW 174TH ST
CITY COUNCIL CHAMBERS

<https://us06web.zoom.us/j/83851332491>

Page

- I. CALL TO ORDER & FLAG SALUTE 6:00 p.m.**
- II. ROLL CALL**
- III. APPROVAL OF THE AGENDA**
- IV. APPROVAL OF MINUTES**
 - 3 - 4 a. Minutes from May 14, 2024
- V. PUBLIC COMMENT - Please limit comment to 3 minutes**
- VI. PUBLIC HEARING**
 - a. 2025 Property Tax Levy and Revenue Sources Public Hearing - Requested Actions: Open the hearing, hear comments from the public, and close the hearing.
- VII. CONTINUED BUSINESS**
- VIII. NEW BUSINESS**
 - 5 - 7 a. 2025 MPD Property Tax Resolution

- 8 - 12 b. 2025 & 2026 MPD Biennial Budget Resolution
- 13 - 17 c. 2nd Quarter 2024 Billing for services from the City of Normandy Park
- 18 - 23 d. 3rd Quarter 2024 Billing for services from the City of Normandy Park

IX. PUBLIC COMMENT - Please limit comment to 3 minutes

X. INFORMATION ITEMS

XI. ADJOURN

City of Normandy Metro Parks District
Regular Meeting - City Council Chambers
May 14, 2024

I CALL TO ORDER & FLAG SALUTE 6:32 p.m.

II ROLL CALL

Present: President Susan West, Clerk of the Board Sheri Healey, Commissioner Mike Bishoff, Commissioner Sue-Ann Hohimer, Commissioner Jack Lamanna, Commissioner Eric Zimmerman

Not Present: Commissioner Shawn McEvoy

A motion to excuse Commissioner McEvoy was made by Commissioner Zimmerman. The motion was seconded by Commissioner Lamanna. Motion carried 6-0.

III APPROVAL OF THE AGENDA

Motion A motion to approve the agenda was made by Commissioner Hohimer. The motion was seconded by Commissioner Healy. Motion carried 6-0.

IV PRESENTATION - none

V PUBLIC COMMENT - none

VI CONTINUED BUSINESS - no continued business

VII NEW BUSINESS

Approval of the November 14, 2023, Minutes

A motion to approve the minutes from November 14, 2023 was made by Commissioner Healy. The motion was seconded by Commissioner Hohimer. Motion carried 6-0.

4th 2023 Invoice from the City of Normandy Park

A motion to approve the invoices from 4th quarter of 2023 was made by Commissioner Hohimer. The motion was seconded by Commissioner Healy. Motion carried 6-0.

1st 2024 Invoice form the City of Normandy Park

Motion A motion to approve the invoices from 1st quarter of 2024 was made by Commissioner Hohimer. The motion was seconded by Commissioner Healy. Motion carried 6-0.

City of Normandy Metro Parks District
Regular Meeting - City Council Chambers
May 14, 2024

2023 Financial Statement Update

The Commissioners were briefed by Financial Consultant Diane Marcotte on the 2023 Financial updates. The Commissioners were briefed on bank capacity.

VIII PUBLIC COMMENT - none

IX INFORMATION ITEMS

The Commissioners discussed meeting more often and having more in-depth MPD meetings.

X ADJOURN

A motion to adjourn was made by Commissioner Hohimer. The motion was seconded by Commissioner Healy. Motion carried 6-0. The meeting ended at 6:57pm.

Meeting Minutes approved _____

Normandy Park Metropolitan Park District Meeting

Meeting Date: November 12, 2024

Agenda Category: New Business

SUBJECT: 2025 Property Tax Levy Resolution No 24-01

ATTACHMENT: Resolution 24-01

PRESENTED BY: Amy Arrington, Executive Director
Diane Marcotte, Financial Consultant

RECOMMENDED BY: Amy Arrington, Executive Director

REVIEWED BY: Executive Director, Legal

STAFF EXPLANATION:

Proposed Resolution No. 24-01 establishes the 2025 property tax levy in the amount of \$661,590. The levy amount represents an increase of \$6,551 which is a percentage increase of 1% from the prior year and excludes estimated re-levies for prior year refunds in the amount of \$2,500 along with additional revenues resulting from new construction, property improvements, and increases in state-assessed property. The MPD's preliminary levy assessment value is \$2,753,626,328 which equates to an estimated levy rate amount of 0.2403337 per \$1,000 of assessed value.

Currently there is \$382,711 in bank capacity from prior years.

The deadline for submitting the 2024 property tax levy request to the King County Assessor's Office is Wednesday, November 30, 2024.

FISCAL IMPACT:

The estimated amount to be collected in 2025 is \$661,590, which excludes additional revenue resulting from new construction and improvements to property, increases in the value of state-assessed property, and re-levy refunds made for prior years currently estimated at \$2,500.

BOARD OPTIONS:

1. Move to adopt the proposed Property Tax Levy Resolution No. 24-01, as presented.
2. Refer to staff for further review.
3. Take no action.

RECOMMENDED MOTION:

"I move to adopt the Property Tax Levy Resolution No. 24-01 as presented."

NORMANDY PARK METROPOLITAN PARK DISTRICT

RESOLUTION NO. 24-01

A RESOLUTION OF THE NORMANDY PARK METROPOLITAN PARK DISTRICT ESTABLISHING THE AMOUNT OF PROPERTY TAXES TO BE LEVIED FOR THE YEAR 2025.

WHEREAS, the Commissioners of the Normandy Park Metropolitan Park District held a public hearing on November 12, 2024 and heard comments on the 2024 property tax levy; and

WHEREAS, the population of the Normandy Park Metropolitan Park District is less than 10,000.

WHEREAS, the Commissioners have met and considered its budget for the calendar year 2025; and

WHEREAS, the Commissioners have determined that it is in the City's best interest and necessary to increase the 2025 property tax revenue to meet its expenditures and obligations; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF METROPOLITAN PARK DISTRICT COMMISSIONERS OF NORMANDY PARK, WASHINGTON, AS FOLLOWS:

Section 1. An increase in the regular property tax levy to be collected in the 2024 tax year is hereby authorized in the amount of \$6,551, which is a percentage increase of 1% over the prior year, excluding refunds currently estimated at \$2,500. Estimated levy rate is .2403337. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, as well as any increase in the value of state-assessed property, any additional amounts resulting from any annexations that have occurred, and refunds made. Including the increase set forth above.

ADOPTED by the Normandy Park Metropolitan Park District Board this 12th day of November, 2024.

Susan West, President

ATTEST:

Sheri Healey, Clerk of the Board

APPROVED AS TO FORM:

Heidi Greenwood, District Attorney

Ogden Murphy Wallace, P.L.L.C.

Vote	Bishoff	Healey	Lamanna	McEvoy	Zimmerman	Hohimer	West
Ayes:							
Nays:							
Abstentions:							
Absent:							

Normandy Park Metropolitan Park District

Meeting Date: November 12, 2024

Agenda Category: New Business

SUBJECT: Adoption of MPD 2025 and 2026 Operating Budget

ATTACHMENT:

1. 2025 and 2026 MPD Operating Budget Detail
2. 2025 and 2026 MPD Operating Budget Resolution No. 24-02

PREPARED BY: Amy Arrington, Executive Director and Diane Marcotte, Financial Consultant

RECOMMENDED AND REVIEWED BY: Amy Arrington, Executive Director

STAFF EXPLANATION:

Attached is the MPD Biennial Operating Budget for the years 2025 through 2026. While Chapter 35.61 RCW, Metropolitan Park Districts, does not require the adoption of budgets for MPD's, the formal adoption of a budget is considered a fiscal management tool, provides for transparency, accountability, and is considered a best practice by the State Auditor's Office (SAO) and the Government Finance Officers Association (GFOA).

Changes for 2025 and 2026 include funding for the replacement of turf at 2 city parks as well as the installation of water fountains at the parks. Additionally, the City of Normandy Park has included direct costs for the replacement of equipment such as vehicles and mowers related to parks activity in their estimated expenditures to more closely reflect actual costs of service provide by the City.

The Metropolitan Park District (MPD) is a taxing authority approved by voters on November 3, 2009. The district's purpose is to support the Normandy Park parks and recreation services. The City of Normandy Park owns and operates all parks and recreation programs within the City, so the MPD support comes from funding the parks and recreation expenditures through its property tax levy. Like most taxing authorities in Washington State, this levy has a 1% cap on revenues.

While the MPD is fiscally healthy, recent trending does show expenditures growing at a higher rate than revenues. So, the gap between revenues and expenditures is closing. In the future, without any changes, MPD expenditures will exceed revenues. Because of this, the MPD will most likely need to make some adjustments(s) in the FY 2027-2028 budget. Possible adjustments include taking advantage of the MPD property tax bank

capacity, requesting that the City be responsible for certain expenditures, or revising service levels. The proposed 2025-2026 budget is sound; no action is needed now.

FISCAL IMPACT:

The proposed 2025 and 2026 MPD Operating Budget expenditures appropriation of \$999,300 for 2025 and \$860,200 for 2026.

COUNCIL OPTIONS:

1. Move to approve the 2025 and 2026 MPD Operating Budget as presented.
2. Move to approve the 2025 and 2026 MPD Operating Budget with specified changes.

RECOMMENDED MOTION:

1. "I move to adopt Resolution No.24-02 adopting the 2025 and 2026 MPD Operating Budget as presented."

**Normandy Park Metropolitan Park District (MPD)
2025-2026 Proposed Budget**

	2023 Budget	2023 Actual	2024 Adopted Budget	2024 Estimated	2025 Proposed Budget	2026 Proposed Budget
Beginning Fund Balance	\$389,098	\$389,098	\$478,246	\$478,246	\$552,233	\$241,383
Revenues:						
Property Taxes	\$644,442	\$640,236	\$655,000	\$652,000	\$661,550	\$668,166
Facility/Park Shelter Rentals	\$5,000	\$4,077	\$5,000	\$7,000	\$7,500	\$8,000
Field Use Rentals	\$8,500	\$11,662	\$8,500	\$11,662	\$12,000	\$12,500
Pea Patch Rentals	\$1,066	\$1,025	\$1,066	\$1,025	\$1,400	\$1,500
Donations	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$2,000	\$14,796	\$12,000	\$13,000	\$6,000	\$4,000
Total Revenues	\$661,008	\$671,796	\$681,566	\$684,687	\$688,450	\$694,166
Expenditures:						
Parks & Rec Admin	\$227,298	\$107,348	\$147,102	\$173,100	\$173,000	\$186,600
Culture & Recreation Services	\$12,000	\$8,444	\$12,000	\$6,200	\$17,900	\$18,400
Parks Maintenance Admin	\$21,364	\$57,503	\$22,012	\$21,400	\$78,600	\$83,600
Parks Maintenance	\$298,277	\$368,306	\$300,183	\$327,200	\$438,600	\$469,400
Senior Services - City of Des Moines	\$43,847	\$40,950	\$48,231	\$0	\$0	\$0
Swimming Pool - City of Des Moines	\$25,000	\$0	\$25,000	\$50,000	\$25,000	\$25,000
Finance - Banking Fees	\$400	\$97	\$400	\$0	\$400	\$400
Finance - Audit Costs ¹	\$23,360	\$0	\$0	\$27,800	\$0	\$23,000
Equipment Rental Fund Contribution	\$0	\$0	\$0	\$0	\$13,800	\$13,800
Contribution Exp for Nist Park	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditure-One Time Expenditure	\$0	\$0	\$98,000	\$5,000	\$252,000	\$40,000
Total Expenditures	\$651,546	\$582,648	\$652,928	\$610,700	\$999,300	\$860,200
Est Ending Fund Balance before Reserves	\$398,560	\$478,246	\$475,808	\$552,233	\$241,383	\$75,349
Less: Operating Reserves (60 days of Revs)	\$0	\$0	\$0	\$0	\$0	\$0
Est Unassigned Ending Fund Balance	\$398,560	\$478,246	\$475,808	\$552,233	\$241,383	\$75,349

¹ Audit costs were incurred during 2023, however the City of Normandy Park did not invoice the district for those costs until 2024
The Swimming Pool payment was voided in 2023 and reissued in 2024

RESOLUTION NO. MPD 24-02

A RESOLUTION OF THE NORMANDY PARK METROPOLITAN PARK DISTRICT, WASHINGTON, ADOPTING THE 2025 and 2026 OPERATING BUDGET.

WHEREAS, the Board of the Normandy Park Metropolitan Park District (“Park District”) needs to adopt the MPD Biennial Operating Budget for the years 2025 through 2026; and

WHEREAS, the 2025 and 2026 budget include capital expenditures of \$252,000 for replacement of turf at City Hall and Marvista parks and \$40,000 for new water fountains; and

WHEREAS, the formal adoption of a budget is considered a fiscal management tool, provides for transparency, accountability, and is considered a best practice by the Government Finance Officers Association (GFOA) and the Washington State Auditors Office (SAO).

NOW, THEREFORE, THE BOARD OF METROPOLITAN PARK DISTRICT OF NORMANDY PARK, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. BUDGET ADOPTION BY YEAR AND FUND.

The adopted operating budget for the years 2025 and 2026 is hereby authorized in the following amounts:

Year	Beginning Fund Balance	Revenues	Expenditure	Ending Fund Balance
2025	\$552,233	\$688,450	\$999,300	\$219,383
2026	\$219,383	\$694,166	\$860,200	\$53,349

PASSED BY THE NORMANDY PARK METROPOLITAN PARK DISTRICT BOARD THIS 12th DAY OF NOVEMBER 2024.

Susan West, President

Attest:

Sheri Healey, Clerk of the Board

APPROVED AS TO FORM:

Heidi Greenwood, City Attorney

Ogden Murphy Wallace, P.L.L.C.

Vote	Bishoff	Healey	Lamanna	McEvoy	Zimmerman	Hohimer	West
Ayes:							
Nays:							
Abstentions:							
Absent:							

Normandy Park Metropolitan Park District

Meeting Date: 11/12/2024

Agenda Category: New Business

SUBJECT: 2nd Quarter 2024 Billing for services from the City of Normandy Park

ATTACHMENT:

1. 2nd Quarter 2024 Voucher Approval for Invoice No. 5021
2. 2nd Quarter Expenditure Report
3. Invoice No. 5021

PREPARED BY: Amy Arrington and Diane Marcotte

RECOMMENDED BY: Amy Arrington, MPD Executive Director

REVIEWED BY: Amy Arrington, MPD Executive Director

STAFF EXPLANATION:

Attached is the 2nd Quarter 2024 summary expenditures report along with Invoice No. 5021 from the City of Normandy Park on behalf of the Parks District. It is attached for approval.

FISCAL IMPACT:

\$139,399.54 Cost of services provided by the City of Normandy Park.

BOARD OPTIONS:

1. Move to approve the attached billing from the City for payment.
2. Move to approve the attached billing from the City for payment with specified changes.
3. Take no action.

RECOMMENDED MOTION:

"I move to approve the attached billing from the City of Normandy Park in the amount of \$139,399.54 for payment."

**CITY OF NORMANDY PARK
2ND QUARTER EXPENDITURE REPORT 2024
PARKS & RECREATION SERVICES PROVIDE TO MPD**

Account Number	Title	2nd Qtr Reimbursement Request	1st Qtr	Expenditures Y- T-D	Budget
Parks & Recreation Admin					
001-000-574-572-10-10-00	Salaries & Wages	\$19,878.55	\$20,688.69	\$40,567.24	\$88,555.00
001-000-574-572-10-12-00	Overtime	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-572-10-21-10	Employee Pensions	\$1,918.96	\$1,971.61	\$3,890.57	\$9,661.00
001-000-574-572-10-21-30	Social Security/Medicare	\$1,522.22	\$1,564.49	\$3,086.71	\$6,774.00
001-000-574-572-10-21-40	Worker's Compensation	\$7.90	\$68.00	\$75.90	\$236.00
001-000-574-572-10-21-50	Unemployment	\$0.00	\$155.15	\$155.15	\$664.00
001-000-574-572-10-21-60	Health Insurance	\$6,774.93	\$6,774.93	\$13,549.86	\$10,700.00
001-000-574-572-10-21-70	Dental Insurance	\$430.98	\$430.98	\$861.96	\$0.00
001-000-574-572-10-21-90	Disability Insurance	\$80.22	\$85.59	\$165.81	\$358.00
001-000-574-572-10-21-95	HRA VEBA	\$267.00	\$501.85	\$768.85	\$5,874.00
001-000-574-572-10-31-00	Office Supplies	\$59.41	\$106.48	\$165.89	\$250.00
001-000-574-572-10-35-00	Minor Tools & Equipment	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-574-572-10-41-00	Professional Services	\$3,522.40	\$1,329.10	\$4,851.50	\$13,000.00
001-000-574-572-10-41-01	Advertising	\$0.00	\$392.48	\$392.48	\$4,550.00
001-000-574-572-10-41-02	Professional Services	\$19,729.08	\$15,764.00	\$35,493.08	\$0.00
001-000-574-572-10-42-00	Telephone Communications	\$39.63	\$26.42	\$66.05	\$250.00
001-000-574-572-10-42-10	Postage	\$0.00	\$0.00	\$0.00	\$100.00
001-000-574-572-10-43-10	Subsistence	\$0.00	\$0.00	\$0.00	\$250.00
001-000-574-572-10-43-20	Lodging	\$0.00	\$0.00	\$0.00	\$500.00
001-000-574-572-10-43-30	Transportation	\$0.00	\$0.00	\$0.00	\$100.00
001-000-574-572-10-45-00	Equipment/Building Rentals	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-572-10-49-00	Miscellaneous Services	\$15.54	\$17.02	\$32.56	\$1,000.00
001-000-574-572-10-49-02	Software	\$0.00	\$0.00	\$0.00	\$1,680.00
001-000-574-572-10-49-10	Printing	\$0.00	\$0.00	\$0.00	\$300.00
001-000-574-572-10-49-40	Training	\$0.00	\$231.25	\$231.25	\$1,000.00
001-000-574-572-10-49-60	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$300.00
Total Parks & Recreation Admin		\$54,246.82	\$50,108.04	\$104,354.86	\$147,102.00
Cultural & Community Events					
001-000-574-573-90-31-00	Supplies	\$1,173.41	\$0.00	\$1,173.41	\$0.00
001-000-574-573-90-41-01	Advertising	\$680.02	\$0.00	\$680.02	\$0.00
001-000-574-573-90-43-10	Subsistence	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-573-90-45-00	Equipment/Building Rentals	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-573-90-49-00	Miscellaneous Services	\$300.00	\$0.00	\$300.00	\$12,000.00
001-000-574-573-90-49-10	Printing	\$0.00	\$0.00	\$0.00	\$0.00
Total Cultural & Community Events		\$2,153.43	\$0.00	\$2,153.43	\$12,000.00

Parks Maintenance Admin					
001-000-576-572-10-10-00	Salaries & Wages	\$3,622.16	\$3,588.40	\$7,210.56	\$14,753.00
001-000-576-572-10-11-00	Temporary/Seasonal Wages	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-572-10-12-00	Overtime Pay	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-572-10-21-10	Employee Pensions	\$349.78	\$341.99	\$691.77	\$1,512.00
001-000-576-572-10-21-30	Social Security/Medicare	\$278.73	\$272.48	\$551.21	\$1,129.00
001-000-576-572-10-21-40	Worker's Compensation	\$4.11	\$30.42	\$34.53	\$132.00
001-000-576-572-10-21-50	Unemployment	\$0.00	\$26.92	\$26.92	\$111.00
001-000-576-572-10-21-60	Health Insurance	\$761.22	\$761.22	\$1,522.44	\$2,801.00
001-000-576-572-10-21-70	Dental Insurance	\$48.42	\$48.42	\$96.84	\$194.00
001-000-576-572-10-21-90	Disability Insurance	\$14.61	\$14.21	\$28.82	\$60.00
001-000-576-572-10-21-95	HRA VEBA	\$30.00	\$30.00	\$60.00	\$120.00
001-000-576-572-10-31-00	Operating Supplies	\$3.54	\$2.54	\$6.08	\$100.00
001-000-576-572-10-41-00	Professional Services	\$386.23	\$0.00	\$386.23	\$500.00
001-000-576-572-10-41-01	Advertising	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-42-00	Telephone Communications	\$2.22	\$1.48	\$3.70	\$0.00
001-000-576-572-10-49-00	Miscellaneous Services	\$1.56	\$1.70	\$3.26	\$200.00
001-000-576-572-10-49-02	Software Subscriptions &	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-49-10	Printing	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-49-60	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$100.00
Total Parks Maintenance Admin		\$5,502.58	\$5,119.78	\$10,622.36	\$22,012.00
Swimming Pools					
001-000-576-576-20-41-90	Intergov. Services - Des	\$0.00	\$0.00	\$0.00	\$25,000.00
Total Swimming Pools		\$0.00	\$0.00	\$0.00	\$25,000.00
Parks Maintenance					
001-000-576-576-80-10-00	Salaries & Wages	\$30,339.18	\$30,055.84	\$60,395.02	\$104,401.00
001-000-576-576-80-11-00	Temporary/Seasonal Wages	\$0.00	\$615.70	\$615.70	\$5,513.00
001-000-576-576-80-12-00	Overtime Pay	\$181.83	\$0.00	\$181.83	\$1,000.00
001-000-576-576-80-21-10	Employee Pensions	\$2,349.34	\$2,551.33	\$4,900.67	\$9,845.00
001-000-576-576-80-21-30	Social Security/Medicare	\$2,353.89	\$2,326.86	\$4,680.75	\$7,841.00
001-000-576-576-80-21-40	Worker's Compensation	\$126.65	\$702.26	\$828.91	\$2,284.00
001-000-576-576-80-21-50	Unemployment	\$0.00	\$230.05	\$230.05	\$780.00
001-000-576-576-80-21-60	Health Insurance	\$10,330.35	\$7,322.88	\$17,653.23	\$25,556.00
001-000-576-576-80-21-70	Dental Insurance	\$754.86	\$542.33	\$1,297.19	\$1,812.00
001-000-576-576-80-21-90	Disability Insurance	\$122.47	\$94.87	\$217.34	\$441.00
001-000-576-576-80-21-95	HRA VEBA	\$988.84	\$1,229.19	\$2,218.03	\$2,101.00
001-000-576-576-80-31-00	Operating Supplies	\$6,993.57	\$11,602.08	\$18,595.65	\$25,000.00
001-000-576-576-80-31-03	Tree City Supplies	\$192.06	\$339.89	\$531.95	\$5,000.00
001-000-576-576-80-32-00	Fuel Consumed	\$1,192.26	\$463.48	\$1,655.74	\$10,000.00
001-000-576-576-80-35-00	Minor Equipment	\$564.08	\$1,859.92	\$2,424.00	\$3,000.00
001-000-576-576-80-35-01	PW Small Equipment 3 Way	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-41-00	Consulting Contracts	\$1,144.82	\$1,083.44	\$2,228.26	\$15,000.00
001-000-576-576-80-41-01	Advertising	\$0.00	\$0.00	\$0.00	\$500.00

001-000-576-576-80-41-90	Intergov. Services	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-42-00	Telephone Communications	\$320.85	\$220.40	\$541.25	\$1,400.00
001-000-576-576-80-42-10	Postage	\$25.00	\$0.00	\$25.00	\$0.00
001-000-576-576-80-43-00	Tuition	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-43-01	Transportation	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-576-576-80-43-30	Transportation Reimb	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-44-00	Taxes & Op Assessments -	\$156.30	\$14.48	\$170.78	\$120.00
001-000-576-576-80-44-02	Assessments - KC Property	\$0.00	\$8,547.01	\$8,547.01	\$6,000.00
001-000-576-576-80-45-00	Equipment/Building Rentals	\$2,595.10	\$2,261.25	\$4,856.35	\$6,516.00
001-000-576-576-80-45-40	Training	\$209.00	\$0.00	\$209.00	\$0.00
001-000-576-576-80-46-00	Property & Liability	\$0.00	\$5,083.00	\$5,083.00	\$10,073.00
001-000-576-576-80-47-00	Utility Services	\$1,477.29	\$2,041.10	\$3,518.39	\$41,000.00
001-000-576-576-80-48-00	External Maintenance &	\$1,896.24	\$242.10	\$2,138.34	\$6,000.00
001-000-576-576-80-48-01	Vehicle Maintenance &	\$112.59	\$2,270.78	\$2,383.37	\$5,000.00
001-000-576-576-80-48-03	Reforestation Services	\$0.00	\$3,233.64	\$3,233.64	\$0.00
001-000-576-576-80-49-00	Miscellaneous Services	\$84.84	\$83.44	\$168.28	\$1,000.00
001-000-576-576-80-49-01	Miscellaneous Services -	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-49-02	Software	\$4,135.95	\$1,931.52	\$6,067.47	\$1,000.00
001-000-576-576-80-49-10	Printing	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-576-576-80-49-60	Dues & Memberships	\$0.00	\$210.00	\$210.00	\$0.00
001-000-576-576-80-63-00	Capital Imp-Other	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-64-00	Machine & Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Total Parks Maintenance		\$68,647.36	\$87,158.84	\$155,806.20	\$300,183.00
Capital Expenditures					
001-000-576-594-75-41-00	Consulting-Civic Center	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-75-63-00	Capital - Parks	\$0.00	\$0.00	\$0.00	\$98,000.00
001-000-576-594-76-41-00	Prop Acq-Prof Services	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-61-01	Land - Biesot Property	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-63-03	Nature Trails Design &	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-64-00	Capital Expenditure -	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Expenditures		\$0.00	\$0.00	\$0.00	\$98,000.00
Auditing Costs		\$8,849.35	\$8,184.03	\$17,033.38	\$25,000.00
Total Parks & Recreation		\$139,399.54	\$150,570.69	\$289,970.23	\$629,297.00

INVOICE

City of Normandy Park
801 SW 174th St
Normandy Park, WA 98166

sbedingfield@normandyparkwa.gov
+1 (206) 248-7603



Bill to

Metropolitan Park District
801 SW 174th St.
Normandy Park, WA 98166-3679

Invoice details

Invoice no.: 5021
Terms: Due on receipt
Invoice date: 10/24/2024
Due date: 10/24/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Other Services	2024 - 2nd QTR - April - June	1	\$139,399.54	\$139,399.54
					Total	\$139,399.54

Payments are to be paid directly to the City of Normandy Park

Normandy Park Metropolitan Park District

Meeting Date: 11/12/2024

Agenda Category: New Business

SUBJECT: 3rd Quarter 2024 Billing for services from the City of Normandy Park

ATTACHMENT:

1. 3rd Quarter 2024 Voucher Approval for Invoice No. 5022
2. 3rd Quarter Expenditure Report
3. Invoice No. 5022

PREPARED BY: Amy Arrington and Diane Marcotte

RECOMMENDED BY: Amy Arrington, MPD Executive Director

REVIEWED BY: Amy Arrington, MPD Executive Director

STAFF EXPLANATION:

Attached is the 3rd Quarter 2024 summary expenditures report along with Invoice No. 5022 from the City of Normandy Park on behalf of the Parks District. It is attached for approval.

In reviewing year to date expenditures, the actual expenditures are meeting expectations and are on track to be under the approved budget.

Also, the contract with the Des Moines swimming pool requires annual payments of \$25,000. In processing the 2024 payment, we noted that the 2023 was not cashed by the entity. In working with them, we realized the check has been misplaced. So therefore, for 2024, payments included 2 years. The MPD made payment in 2023 for the 2023 service, we have reduced the 3rd quarter payment from the district for this amount accordingly.

FISCAL IMPACT:

\$164,135.15 Cost of services provided by the City of Normandy Park.

**CITY OF NORMANDY PARK
3RD QUARTER EXPENDITURE REPORT -2024
PARKS & RECREATION SERVICES PROVIDE TO MPD**

Account Number	Title	2nd Qtr Reimbursement Request	1st Qtr	Expenditures Y-T-D	Budget
Parks & Recreation Admin					
001-000-574-572-10-	Salaries & Wages	\$20,688.55	\$40,567.24	\$61,255.79	\$88,555.00
001-000-574-572-10-	Overtime	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-572-10-	Employee Pensions	\$1,888.28	\$3,890.57	\$5,778.85	\$9,661.00
001-000-574-572-10-	Social	\$1,564.54	\$3,086.71	\$4,651.25	\$6,774.00
001-000-574-572-10-	Worker's	\$55.95	\$75.90	\$131.85	\$236.00
001-000-574-572-10-	Unemployment	\$151.00	\$155.15	\$306.15	\$664.00
001-000-574-572-10-	Health Insurance	\$6,774.93	\$13,549.86	\$20,324.79	\$10,700.00
001-000-574-572-10-	Dental Insurance	\$430.98	\$861.96	\$1,292.94	\$0.00
001-000-574-572-10-	Disability Insurance	\$80.22	\$165.81	\$246.03	\$358.00
001-000-574-572-10-	HRA VEBA	\$267.00	\$768.85	\$1,035.85	\$5,874.00
001-000-574-572-10-	Office Supplies	\$23.34	\$165.89	\$189.23	\$250.00
001-000-574-572-10-	Minor Tools &	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-574-572-10-	Professional Services	\$2,281.96	\$4,851.50	\$7,133.46	\$13,000.00
001-000-574-572-10-	Advertising	\$210.00	\$392.48	\$602.48	\$4,550.00
001-000-574-572-10-	Professional Services	\$2,610.00	\$35,493.08	\$38,103.08	\$0.00
001-000-574-572-10-	Telephone	\$39.63	\$66.05	\$105.68	\$250.00
001-000-574-572-10-	Postage	\$0.00	\$0.00	\$0.00	\$100.00
001-000-574-572-10-	Subsistence	\$0.00	\$0.00	\$0.00	\$250.00
001-000-574-572-10-	Lodging	\$0.00	\$0.00	\$0.00	\$500.00
001-000-574-572-10-	Transportation	\$0.00	\$0.00	\$0.00	\$100.00
001-000-574-572-10-	Equipment/Building	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-572-10-	Miscellaneous	\$16.55	\$32.56	\$49.11	\$1,000.00
001-000-574-572-10-	Software	\$0.00	\$0.00	\$0.00	\$1,680.00
001-000-574-572-10-	Printing	\$77.58	\$0.00	\$77.58	\$300.00
001-000-574-572-10-	Training	\$37.50	\$231.25	\$268.75	\$1,000.00
001-000-574-572-10-	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$300.00
Total Parks & Recreation Admin		\$37,198.01	\$104,354.86	\$141,552.87	\$147,102.00
Cultural & Community Events					
001-000-574-573-90-	Supplies	\$1,541.01	\$1,173.41	\$2,714.42	\$0.00
001-000-574-573-90-	Advertising	\$0.00	\$680.02	\$680.02	\$0.00
001-000-574-573-90-	Subsistence	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-573-90-	Equipment/Building	\$0.00	\$0.00	\$0.00	\$0.00
001-000-574-573-90-	Miscellaneous	\$715.00	\$300.00	\$1,015.00	\$12,000.00
001-000-574-573-90-	Printing	\$0.00	\$0.00	\$0.00	\$0.00
Total Cultural & Community Events		\$2,256.01	\$2,153.43	\$4,409.44	\$12,000.00

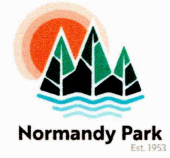
Parks Maintenance Admin					
001-000-576-572-10-	Salaries & Wages	\$4,213.21	\$7,210.56	\$11,423.77	\$14,753.00
001-000-576-572-10-	Temporary/Seasonal	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-572-10-	Overtime Pay	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-572-10-	Employee Pensions	\$385.09	\$691.77	\$1,076.86	\$1,512.00
001-000-576-572-10-	Social	\$320.73	\$551.21	\$871.94	\$1,129.00
001-000-576-572-10-	Worker's	\$29.39	\$34.53	\$63.92	\$132.00
001-000-576-572-10-	Unemployment	\$27.54	\$26.92	\$54.46	\$111.00
001-000-576-572-10-	Health Insurance	\$761.22	\$1,522.44	\$2,283.66	\$2,801.00
001-000-576-572-10-	Dental Insurance	\$48.42	\$96.84	\$145.26	\$194.00
001-000-576-572-10-	Disability Insurance	\$14.61	\$28.82	\$43.43	\$60.00
001-000-576-572-10-	HRA VEBA	\$30.00	\$60.00	\$90.00	\$120.00
001-000-576-572-10-	Operating Supplies	\$5.91	\$6.08	\$11.99	\$100.00
001-000-576-572-10-	Professional Services	\$0.00	\$386.23	\$386.23	\$500.00
001-000-576-572-10-	Advertising	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-	Telephone	\$5.59	\$3.70	\$9.29	\$0.00
001-000-576-572-10-	Miscellaneous	\$1.55	\$3.26	\$4.81	\$200.00
001-000-576-572-10-	Software	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-	Printing	\$0.00	\$0.00	\$0.00	\$100.00
001-000-576-572-10-	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$100.00
Total Parks Maintenance Admin		\$5,843.26	\$10,622.36	\$16,465.62	\$22,012.00
Swimming Pools					
001-000-576-576-20-	Intergov. Services -	\$50,000.00	\$0.00	\$50,000.00	\$25,000.00
Total Swimming Pools		\$50,000.00	\$0.00	\$50,000.00	\$25,000.00
Parks Maintenance					
001-000-576-576-80-	Salaries & Wages	\$27,951.52	\$60,395.02	\$88,346.54	\$104,401.00
001-000-576-576-80-	Temporary/Seasonal	\$0.00	\$615.70	\$615.70	\$5,513.00
001-000-576-576-80-	Overtime Pay	\$667.99	\$181.83	\$849.82	\$1,000.00
001-000-576-576-80-	Employee Pensions	\$2,058.88	\$4,900.67	\$6,959.55	\$9,845.00
001-000-576-576-80-	Social	\$2,170.91	\$4,680.75	\$6,851.66	\$7,841.00
001-000-576-576-80-	Worker's	\$707.48	\$828.91	\$1,536.39	\$2,284.00
001-000-576-576-80-	Unemployment	\$232.72	\$230.05	\$462.77	\$780.00
001-000-576-576-80-	Health Insurance	\$7,152.04	\$17,653.23	\$24,805.27	\$25,556.00
001-000-576-576-80-	Dental Insurance	\$531.04	\$1,297.19	\$1,828.23	\$1,812.00
001-000-576-576-80-	Disability Insurance	\$93.67	\$217.34	\$311.01	\$441.00
001-000-576-576-80-	HRA VEBA	\$1,017.14	\$2,218.03	\$3,235.17	\$2,101.00
001-000-576-576-80-	Operating Supplies	\$13,827.50	\$18,595.65	\$32,423.15	\$25,000.00
001-000-576-576-80-	Tree City Supplies	\$0.00	\$531.95	\$531.95	\$5,000.00
001-000-576-576-80-	Fuel Consumed	\$1,681.22	\$1,655.74	\$3,336.96	\$10,000.00
001-000-576-576-80-	Minor Equipment	\$2,633.90	\$2,424.00	\$5,057.90	\$3,000.00
001-000-576-576-80-	PW Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Consulting Contracts	\$1,580.71	\$2,228.26	\$3,808.97	\$15,000.00
001-000-576-576-80-	Advertising	\$0.00	\$0.00	\$0.00	\$500.00
001-000-576-576-80-	Intergov. Services	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Telephone	\$339.36	\$541.25	\$880.61	\$1,400.00
001-000-576-576-80-	Postage	\$0.00	\$25.00	\$25.00	\$0.00
001-000-576-576-80-	Tuition	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Transportation	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-576-576-80-	Transportation Reimb	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Taxes & Op	\$45.02	\$170.78	\$215.80	\$120.00
001-000-576-576-80-	Assessments - KC	\$0.00	\$8,547.01	\$8,547.01	\$6,000.00
001-000-576-576-80-	Equipment/Building	\$3,242.30	\$4,856.35	\$8,098.65	\$6,516.00
001-000-576-576-80-	Training	\$0.00	\$209.00	\$209.00	\$0.00
001-000-576-576-80-	Property & Liability	\$0.00	\$5,083.00	\$5,083.00	\$10,073.00
001-000-576-576-80-	Utility Services	\$20,484.54	\$3,518.39	\$24,002.93	\$41,000.00

001-000-576-576-80-	External Maintenance	\$2,283.97	\$2,138.34	\$4,422.31	\$6,000.00
001-000-576-576-80-	Vehicle Maintenance	\$451.93	\$2,383.37	\$2,835.30	\$5,000.00
001-000-576-576-80-	Reforestation Services	\$0.00	\$3,233.64	\$3,233.64	\$0.00
001-000-576-576-80-	Miscellaneous	\$0.00	\$168.28	\$168.28	\$1,000.00
001-000-576-576-80-	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Software	\$302.38	\$6,067.47	\$6,369.85	\$1,000.00
001-000-576-576-80-	Printing	\$0.00	\$0.00	\$0.00	\$1,000.00
001-000-576-576-80-	Dues & Memberships	\$0.00	\$210.00	\$210.00	\$0.00
001-000-576-576-80-	Capital Imp-Other	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-576-80-	Machine & Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Total Parks Maintenance		\$89,456.22	\$155,806.20	\$245,262.42	\$300,183.00
Capital					
001-000-576-594-75-	Consulting-Civic	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-75-	Capital - Parks	\$0.00	\$0.00	\$0.00	\$98,000.00
001-000-576-594-76-	Prop Acq-Prof Services	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-	Land - Biesot Property	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-	Nature Trails Design	\$0.00	\$0.00	\$0.00	\$0.00
001-000-576-594-76-	Capital Expenditure -	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital		\$0.00	\$0.00	\$0.00	\$98,000.00
Audit Costs		\$4,381.65	\$17,033.38	\$21,415.03	
Less amount reimburse in 2023 for		(\$25,000.00)			
Total Parks		\$164,135.15	\$289,970.23	\$457,690.35	\$604,297.00

INVOICE

City of Normandy Park
801 SW 174th St
Normandy Park, WA 98166

sbedingfield@normandyparkwa.gov
+1 (206) 248-7603



Bill to

Metropolitan Park District
801 SW 174th St.
Normandy Park, WA 98166-3679

Invoice details

Invoice no.: 5022
Terms: Due on receipt
Invoice date: 10/24/2024
Due date: 10/24/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Other Services	2024 - 3rd QTR - July - September	1	\$164,135.15	\$164,135.15

Total **\$164,135.15**

Payments are to be paid directly to the City of Normandy Park