

## 2013 Accomplishments

- 1) Year 1 Park District Learning Curve
  - Crash course in public sector work to include:
    - a. Public entity law; WACs and RCWs; open public meeting rules.
    - b. Public disclosure and transparency; public policy.
    - c. Government accounting
  - Crash course in VPD process, facilitation, procedure, and improvement to include:
    - d. Needs and idiosyncrasies of numerous user and partner groups: sports, horse, pool, skate, lodging, kayak, rowing, arts organizations, classes, school district, VIGA, civic organizations, etc.
    - e. Forms, liability issues, insurance, and contracts related to user needs to include provisions for lights, porta potties, access, supervision, etc.
    - f. System knowledge: Quickbooks, RecPro, Fileshare, Rackspace, Website Management, and King County Cash Management to include authorization, security, and maintenance set up.
    - g. Fee and billing/revenue structure to include Rec Pro through Quickbooks process and banking, TAN, and cash management.
    - h. Accounting structure and board reporting mechanisms to include payables and receivables, cash flow, and budget to actual.
- 2) Successfully completed the RCO Grant portion of the VES Fields project resulting in active sport field use and \$500,000 in grant revenue.
  - a. Formulated and managed Oversight Committee.
  - b. Gained exposure to public works projects; bid and contract process; grant agency systems and process; King County regulation and agencies.
- 3) Managed 2013 budget of \$993,000 resulting in \$63k in the bank at year end (caveat: \$150k TAN carry-over would have been paid with RCO grant monies as planned resulting in positive cash of \$13k in the bank).
- 4) Analyzed, prepared, and presented \$1,050,000 Annual Budget for 2014 to include 4 new position and job description development.
- 5) Successfully managed timely 30 day payables system to include full payoff of \$55k in deferred payables from 2012.
- 6) Implemented 7 day billing cycle system to include open receivable report and collections.
- 7) Successfully facilitated the RCO Financial Audit, the Washington State Accountability Audit, and the Department of Revenue Excise Tax Audit.
- 8) Developed the Sailing Camp partnership program with the pool.
- 9) Partnered with BARC to develop an unstaffed Skate Park model.