

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Ellen Gengler, Chair Budget Committee

DATE: October 15, 2014

SUBJECT: **2014 Transitional Budget**

ISSUE

Present updated Transitional Budget

FINANCIAL IMPACT

The 2014 adopted budget would be increased by \$71,250.

BACKGROUND

The Transitional Budget reflects the estimated costs that the TPMPD will incur during the next few months as it moves to a self-operated model.

DISCUSSION

As outlined in the September 18, 2014 Budget Committee Overview, the Budget Committee is presenting the Transitional Budget (worst case scenario) for approval. Below are explanations from the Budget Committee regarding the transitional expenditures.

1. **Executive Director**: \$7,500 was recommended to compensate the ED for the additional time and duties required to transition the TPMPD from city operated and administered to self-operated model. The transition time period was defined as August – February.
2. **Aquatics Manager**: \$12,000 to bring the Aquatics Manager in a PT capacity for October and November, and FT in December (based on highest end of salary range \$55K and includes the 15% optional benefits – worst case scenario)
3. **Aquatics Asst Manager**: \$3,000 to bring in Asst Manager as FTE for the last part of December (based on highest end of salary range \$50K and includes the 15% optional benefits– worst case scenario)
4. **HR Admin / Training**: \$2,000 has been budgeted to training employees on the new systems (which needs to be done prior to January 1, 2015.) Additional monies were set aside for possible review of HR materials.
5. **Bookkeeper**: \$2,200 has been budgeted for contracting services to support the financial activities of the TPMPD. The Budget Committee has interviewed several service providers and are waiting for cost information with recommendations provided to the Board in November.
6. **CPA**: \$1,000 has been budgeted for a CPA during this transitional period. Since the financial services are still being considered, this amount is a best guess.
7. **IT**: \$31,950 has been set aside for IT systems including software, hardware, installation, phones, internet and consulting. At the last TPMPD meeting, the IT Committee requested \$15,000 for consultant fees.

8. **Office Furniture:** \$3,000 has been budgeted for desks, chairs and other office furniture like file cabinets. The actual needs will be determined by the ED.
9. **Office Supplies:** \$500 budgeted for office supplies, needs to be determined by the ED.
10. **Safety Supplies – Mannequins:** Mannequins are used for safety training and are essential and necessary. \$1,000 has been budgeted to replace mannequins that will be going back to Parks & Rec.
11. **Hand Tools:** In the asset list provided by the City to the TPMPD hand tools were listed as items that will be returned to Parks & Rec. \$500 was budgeted to replace these tools used for regular maintenance at the pool.
12. **Legal:** \$5,000 has been budgeted to cover the legal costs accrued due to the transition. The ED has been proactive in using free legal services by WCIA (insurance carrier) and additional efforts should be taken to control the use of legal to what is absolutely necessary.
13. **Repairs & Maintenance:** \$1,000 has been budgeted for any incidental repairs and maintenance issues that may come up.
14. **NRPA Membership:** \$600 membership was paid in July of 2014.

In addition, the Budget Committee recommends that the Board allow the Executive Director the authorization to make purchases under \$5,000 for items and services specified in the Transitional Budget.

RECOMMENDATION

- The Budget Committee recommends that the Commission propose a motion to approve the Transitional Budget.
- The Budget Committee recommends that the Commission propose a motion to grant the Executive Director the authority to make purchases under \$5,000 for items and services specified in the Transitional Budget.

ATTACHMENTS

-Transitional Budget Update 10/12/2014.

Self-Operating Estimated Transition Expenses (Worst Case Scenario) Rev.10-12-14

	July	Aug	Sept	Oct	Nov	Dec	Total
Executive Director				\$3,750.00		\$3,750.00	\$7,500.00
Aquatics Manager (0.5FTE ½ Oct., 0.75FTE Nov., FTE Dec.)				\$1,500.00	\$4,500.00	\$6,000.00	\$12,000.00
Aquatics Assistant Manager (s) (FTE ½ Dec.)						\$3,000.00	\$3,000.00
HR Admin/Training						\$2,000.00	\$2,000.00
Bookkeeper					\$1,200.00	\$1,000.00	\$2,200.00
CPA						\$1,000.00	\$1,000.00
IT: POS system (annual fee)						\$5,000.00	\$5,000.00
IT: Computers (3 units)					\$1,000.00	\$2,000.00	\$3,000.00
IT: Office Software (3 seats)					\$3,000.00		\$3,000.00
IT: Copier						\$3,000.00	\$3,000.00
IT: Printer						\$200.00	\$200.00
IT: Phone system (4@\$150 each telephones, 3@\$50 per line monthly charge)						\$750.00	\$750.00
IT: Internet (Service & Setup)						\$500.00	\$500.00
IT: Server					\$500.00	\$1,000.00	\$1,500.00
IT: Consultant					\$5,000.00	\$9,000.00	\$15,000.00
IT TOTAL				\$1,000.00	\$5,000.00	\$9,000.00	\$31,950.00
Office Furniture						\$3,000.00	\$3,000.00
Office Supplies						\$500.00	\$500.00
Safety Supplies – Mannequins						\$1,000.00	\$1,000.00
Hand Tools						\$500.00	\$500.00
Legal						\$1,000.00	\$5,000.00
Repairs & Maintenance						\$2,000.00	\$5,000.00
NRPA membership						\$1,000.00	\$1,000.00
						\$600.00	\$600.00
TOTAL							\$71,250.00