

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Ellen Gengler, TPMPD Budget Committee Chair

DATE: November 4, 2014

SUBJECT: 2014 Transitional Budget Update

ISSUE

Present updated Transitional Budget

FINANCIAL IMPACT

The 2014 Budget would be impacted by \$113,205.

BACKGROUND

The Transitional Budget reflects the estimated costs the TPMPD will incur over the last two months of 2014 as it transitions to a self operated model,

DISCUSSION

The Board was presented with a Transitional Budget on October 17, 2014 and discussed the content at the October 22, 2014 meeting. It was decided, due to the number of changes, to bring it back for discussion at the November 13, 2014 meeting. The Budget Committee has received updated information from the IT Committee and the Commission regarding anticipated increases/decreases and or costs. The updated version is summarized as follows:

- Employee compensation was adjusted.
- CPA/Accountant costs were increased to reflect new estimates.
- IT costs were increased based on the IT Committee's new estimates (See Attached IT Budget)
- Legal was increased to reflect additional policy and contract review.

As the new Aquatic Manager is brought on board it may be prudent to have them review the transitional budget items to ensure all necessary items are captured and or consider reducing items that may not be necessary as start up expenditures.

RECOMMENDATION

For review and discussion only at this time

ATTACHMENTS

Transitional Budget Update – November 4, 2014
IT Draft Budget

Self-Operating Estimated Transition Expenses (Worst Case Scenario) Rev.11-4-14

	July	Aug	Sept	Oct	Nov	Dec	Total
Executive Director				\$6,250.00			\$6,250.00
Aquatics Manager (0.5FTE ¼ Oct., 0.75FTE Nov., FTE Dec.)				\$1,360.00	\$4,070.00	\$5,425.00	\$10,855.00
Aquatics Assistant Manager (s) (FTE ¼ Dec.)						\$3,000.00	\$3,000.00
HR Admin/Training						\$2,000.00	\$2,000.00
Bookkeeper/CPA					\$4,000.00		\$4,000.00
Additional Administration Labor							
IT: See IT Committee Attachment						\$56,000.00	\$56,000.00
IT: Consultant				\$1,000.00	\$5,000.00	\$9,000.00	\$15,000.00
IT TOTAL							\$71,000.00
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	\$4,000.00	\$4,500.00	\$9,500.00
Repairs & Maintenance						\$1,000.00	\$1,000.00
NRPA membership	\$600.00						\$600.00
TOTAL							\$113,205.00

TP MPD IT Budget 2015-2017

As of: 11/1/2014

Draft

*column c4 heading updated by Allan from 2015 and d4 and e4 change to subsequent years

T1 Options

Note: There are taxes & fees on top of these charges - add ~20%

	2014				3 Yr Total	+20%
	Monthly	Transitional Budget	2015	2016		
Broadview	\$213	\$2,556	\$2,556	\$2,556	\$7,668	\$9,202
Note: 1st month free. Managed svcs (T1 optimized for voice)						
Other ISP						
Comcast (down 50/up 10)	\$117	\$1,404	\$1,404	\$1,404	\$4,212	
Phones						
	Monthly	2014	2015	2016	3 Yr Total	+20%
Broadview Rent	\$188	\$2,256	\$2,256	\$2,256	\$6,768	\$8,122
POTS lines *2 (Fire/Security, and emergency)	90	1080	1080	1080	\$3,240	\$3,240
Computers						
	Unit price	2014	2015	2016	3 Yr Total	+10% tax
3 HP Desktops	\$1,500	\$4,500		\$1,500	\$6,000	\$6,600
2 HP Laptops	\$1,200	\$2,400		\$1,200	\$3,600	\$3,960
Firewall						
SonicWall (CCM)	\$1,300	\$1,200			\$1,200	\$1,320
Maintenance		\$250	\$250	\$250	\$500	\$550
Routers						
Main	\$2,000	\$2,000			\$2,000	\$2,200
Wifi	\$900	\$900		\$800	\$1,700	\$1,870
Switches (PoE)						
Main	\$900	\$900			\$900	\$990
Supplemental	\$500	\$500			\$500	\$550
Portable USB hard drive (2) (Records, backup)	\$350	\$350		\$200	\$550	\$605
Office software		2014	2015	2016	3 Yr Total	+10% tax

Office 2013 Professional (3)	\$400	\$1,200		\$1,200	\$1,320
Office 2013 Home & Busn (2)	\$220	\$440		\$440	\$484
					\$1,804
Recommend, rather:					
Office 365 Small Busn Prem 1 license covers 5 PCs/1 year		\$175	\$175	\$175	\$578
Adobe design software		\$840	\$840	\$840	\$2,772
Anti-malware utilities		\$500	\$500	\$500	\$1,650
Printers					
1 commercial multi-function		\$4,000		\$4,000	\$4,400
2 consumer-grade		\$1,000		\$500	\$1,650
1 member card					
Printing supplies (toner, etc.)		\$1,000	\$1,000	\$1,000	\$3,300
Need to add					
Server		\$5,000		\$5,000	\$5,500
Local?					
Cloud?					
Backup system		\$1,000	\$300	\$300	\$1,760
UPS (battery backups)		\$1,500	\$500	\$500	\$2,750
Finance Software (TBD)					
Electronic Billing / Invoicing					
General Ledger (AR/AP)					
Financials					
Employee Time Tracking (up to 30)					
Payroll / Direct Deposit					
Benefits					
Insurance					
Tax processing					
Sewer monitoring system					
P.O.S. system		\$9,500	\$3,000	\$3,000	\$17,050
Cash Register		\$375		\$375	\$413

Safe	\$800				\$800	\$880
Security camera system w/DVR	\$1,900				\$1,900	\$2,090
We need an account with US Bank Credit card swipe Scanner (1 or 2) Laminating Card Printer(?)	unknown					
	\$10,000	\$1,500	\$1,500		\$13,000	\$14,300
Skype account	\$3.25	\$39.00	\$39.00	\$39.00	\$117.00	\$117.00
Web services / support (?) Annual Domain Registration	\$15	\$15	\$15			
UPS systems (battery B/U) Generator	\$1,200	\$250	\$500		\$1,950	\$2,145.0
Subcontractor Pull cable (to equip rm) End of bleachers - wifi repeater 2 to equipment room						
Waterproof container for spares						
Dehumidifier(s) for server rm/closet						
Power outlets: Verify adequate number, location Adequate amperage						