



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

AGENDA

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, March 9, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila School District Conference Room:
4640 S. 144th St., Tukwila, WA 98168**

n/a

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. RECOGNITION OF EMPLOYEE OF THE MONTH		Page 3
04. CITIZEN COMMENTS <i>(Limited to 4 minutes per person or group)</i>		Page 4
05. CONSENT AGENDA	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) February 10, 2020 Regular Meeting	Page 5
	b) Approve Vouchers	Page 7
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07. BUSINESS ITEMS:	a) Policy 460 - Employee/Volunteer Recognition	Page 47
	b) Finance Committee Appointments for the April 2020 - March 2021 Term	Page 49
	c) Programming & Outreach Committee Appointments for the April 2020 - March 2021 Term	Page 50
	d) COVID-19 Discussion	Page 51
08. MISCELLANEOUS:		
09. EXECUTIVE SESSION:	The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
10. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT (TPMPD)

Mission, Vision & Values

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on educating all ages in the lifelong skills of water safety. We carry out this mission with a Board and staff who are compassionate, inclusive, and responsive to the needs of our diverse community, working to foster positive and lifelong experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TPMPD Core Values:

We Value...

- ...a safe, inclusive, caring public resource that is integrated into the fabric of our community
- ...educating all ages of our community in the lifelong skills of swimming and water safety
- ...integrity and maintaining the highest ethical standards by communicating honestly and transparently
- ...treating everyone with respect and embracing diverse opinions
- ...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- ...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- ...a spirit of collaboration and innovation when working with others to enhance services available for our community members
- ...our amazing volunteers!
- ...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

03. RECOGNITION OF EMPLOYEE OF THE MONTH

EMPLOYEE OF THE MONTH - FEBRUARY 2020



ANASTASIYA SHAPIRO

Anastasiya Shapiro has gone above and beyond our expectations as an employee all around. She has a goal mindset of always looking for ways to grow and develop in new things at the pool such as taking over water aerobics classes, helping out during events, and bringing up ideas such as aqua Zumba and other water activities. We can tell she loves working here and enjoys being involved with the community. We are glad to have her on our team and we appreciate all her hard work!



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

04. CITIZEN COMMENTS

Members of the community may address the BoC at this time. Kindly limit discussion time to 4 minutes per person or group



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

MINUTES

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, February 10, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila School District Conference Room:
4640 S. 144th St., Tukwila, WA 98168**

n/a

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

President Commissioner Aaron Shipman called meeting to order at 6:05pm, the read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took roll call:

Present: Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, Commissioner Andrew Stahl, Commissioner Jeri Frangello-Anderson, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin, and District Administrator Kristine Selleck

02. APPROVE AGENDA

Commissioner Ellen Gengler made a motion to approve the Agenda as presented. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:08pm.

03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for January 2020 – John Greenwalt

04. CITIZEN COMMENTS

Commissioner Aaron Shipman addressed a thank you card mailed to Tukwila Pool MPD for our participation in the Spirit of Giving Event

05. CONSENT AGENDA

- a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meeting:
- b) Approve Vouchers:

Commissioner Ellen Gengler made a motion to approve the consent agenda as a whole. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:10pm.

06. REPORTS

- a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities
- b) Director of Aquatics Operations: Brad Harpin read his operations report and discussed a possible collaboration meeting with Des Moines Pool Metropolitan Park District.
- c) District Administrator: Kristine Selleck read her district report.
- d) Finance Committee: Commissioner Vanessa Zaputil gave report of Finance Committee Activity
- e) Tukwila Pool Advisory Committee (TPAC): Thank you, TPAC!
- f) Programming & Outreach/Marketing

07. BUSINESS ITEMS:

- a) 2019 End of Year Financial Review
An informational only discussion of 2019 Revenue and Expenses took place.
- b) Seattle Southside Chamber of Commerce Membership Discussion
Director of Aquatics Operations, Brad Harpin, led a discussion on the benefits of membership.

08. MISCELLANEOUS:

District Administrator, Kristine Selleck, answered questions regarding assets sold in 2019. Director of Aquatics Operations, Brad Harpin, informed the group of software issues.

09. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110

10. ADJOURNMENT:

Commissioner Ellen Gengler made a motion to adjourn. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 8:21pm.

ATTEST:

Vanessa Zaputil, Clerk of the Board

Date:

DRAFT


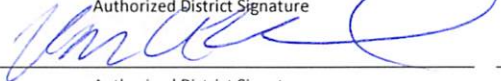


Special District Voucher Approval Document

Scheduled Payment Date: 02/04/2020
Total Amount: \$4,730.14
Control Total: 3
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200127104940.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 01/24/2020</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
 Authorized District Signature	<u>11/27/20</u> Date	_____
 Authorized District Signature	<u>1/27/20</u> Date	_____
_____	_____	_____
_____	_____	_____

SUBMIT SIGNED DOCUMENT TO:
King County Email: SpecialDist.AP@kingcounty.gov
Accounts Fax: (206) 263-3767
Payable
Attn: Special
Districts
401 5th

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Date Processed:	_____



Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200127104940.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GDM PRIVATE FINANCIAL SOLUTIONS			63365	12/31/2019	\$60.00	CPA SERVICES: 12.10.19- CC STATUS
SEATTLE CITY LIGHT			20200122	01/22/2020	\$1,643.54	SERVICE DATES: 12.19.19 - 01.22.20 UTILITIES ELECTRIC
STATE AUDITOR'S OFFICE			L134735	01/14/2020	\$3,026.60	SERVICE DATES: DECEMBER 2019 TRAVEL 1.4 HRS., ACCOUNTABILITY AUDIT 29.0 HRS.





Special District Voucher Approval Document

Scheduled Payment Date: 02/11/2020
Total Amount: \$5,566.24
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200205095410.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 01/31/2020</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
	<u>2/5/20</u>	
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200205095410.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AMERICAN RED CROSS			22249551	01/15/2020	\$30.00	SERVICE DATE: DATE - ASHLEY BURNS, CPR/AED EMERGENCIES FIRST AID
COMCAST BUSINESS			20200128	01/28/2020	\$140.20	SERVICE DATES: 02.08.20 - 03.07.20 BUSINESS CABLE AND INTERNET
HARPIN, BRADLEY			20200109	01/09/2020	\$16.10	SERVICE DATE: 12.20.19 MAILED TIME CLOCK BACK TO PAYCHEX
ORCA PACIFIC, INC.			41589	01/20/2020	\$218.68	SHIP DATE: 01.17.20 POOL CHEMICALS
PUGET SOUND ENERGY			20200124	01/24/2020	\$5,161.26	SERVICE DATES: 12.23.19 - 01.23.20 UTILITIES NATURAL GAS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/18/2020
Total Amount: \$10,821.05
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200210133559.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 02/07/2020



Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

	<u>2/10/20</u>		<u>2/10/20</u>
Authorized District Signature	Date	Authorized District Signature	Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200210133559.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9097506190	01/24/2020	\$336.99	DELIVERY DATE: 01/24/2020 CARBON DIOXIDE LIQUID BULK
CITY OF TUKWILA			LP-00133	02/01/2020	\$10,121.48	BILLING DATE: FEBRUARY 2020 CITY BRIDGE LOAN PAYMENT
ORCA PACIFIC, INC.			41716	02/03/2020	\$156.20	SHIP DATE: 01/31/20 POOL CHEMICALS
ORKIN			192902530	01/24/2020	\$86.60	SERVICE DATE: 01.22.2020 PC STANDARD - EOM 7-PC STANDARD (INDOOR SERVICE)
STANLEY CONVERGENT SECURITY SOLUTIONS			17224317	01/29/2020	\$56.65	SERVICE DATES: 03.01.20 - 03.31.20 SECURITY MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17223965	01/29/2020	\$46.64	SERVICE DATES:03.01.20 - 03.31.20 FIRE MONITORING FEES
STILES, JESSICA			20200130	01/30/2020	\$16.49	PLANNER



Special District Voucher Approval Document

Scheduled Payment Date: 02/25/2020
Total Amount: \$1,863.56
Control Total: 6
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200218130027.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck - Bill Scans 02/15/2020

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

[Signature] 2/18/20
Authorized District Signature Date

[Signature] 2/19/2020
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200218130027.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9800627392	01/28/2020	\$142.00	SERVICE DATE: 12.19.19 INSPECTION BULK TANK, BOILER
AIRGAS NATIONAL CARBONATION			9800595333	01/31/2020	\$46.44	SERVICE DATE: 12.19.19 PERMIT FEES
AIRGAS NATIONAL CARBONATION			9968522581	01/31/2020	\$142.62	RENTAL PERIOD: JANUARY 2020 - CARBON DIOXIDE CYLINDER RENTAL
CIT			34886966	02/07/2020	\$347.51	BILLING PERIOD: 1.28.20 - 02.27.20 EQUIPMENT RENTAL
GDM PRIVATE FINANCIAL SOLUTIONS			63506	01/31/2020	\$220.00	SERVICE DATE: JANUARY 2020 CPA SERVICES AND QBO FEE
STATE AUDITOR'S OFFICE			L135309	02/12/2020	\$964.99	SERVICE DATES: JANUARY 2020, INVOICE DATE: 02.12.20 - TRAVEL 0.6 HRS., ACCOUNTABILITY AUDIT 8.0 HRS.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

a) Commissioners:

Each Commissioner verbally present their reports. Additional written material may be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Brad Harpin, Director of Aquatics Operations
DATE: March 9, 2020
SUBJECT: Director of Aquatic Operations Report – February 2020

Operations:

Staffing: The pool is currently staffed, not hiring at this time. 1 employee has submitted their 2-week notice (WSI), due to family issues that will require her to relocate.

- **Working with** Austin, Jessica, Justin to identify and correct any unnecessary staffing overages with the goal to keep staffing expenses in line with approved 2020 budget. The organization is in a really great position heading into the spring vs. last year.
- **Addressing staff schedules**, we can be more efficient when scheduling due to staffing numbers and increased availability.
- **Assistant managers** are wrapping up employee evaluations. The goal is to complete employee evaluations twice a year unless there is a need to address performance issues. Evaluation will happen June 2020 and at Year End.
- **Next lifeguard in-service** scheduled for Saturday, March 7th. & Front Desk, WSI in-services scheduled on Friday, March 6th.

As of March 3rd, Civic Rec has given Tukwila Pool access to Legacy (old operating gateway) you will notice that CC payments can now be processed through the CC readers. Civic Rec has received operations team feedback about new GATEWAY (update) and will advise when bugs have been addressed.

Attended Tukwila School District safety meeting on 2/28/2020. Great discussion and happy to have been invited, thank you, Ellen. Discussion centered around the Coronavirus and how the TSD can be prepared.

Seattle Southside Tourism Symposium: Attended on February 12, 2020 with Jeri, Aaron, Austin. After attending, I am exploring the potential benefits the RTA has to offer.

- **Do More Save More program:** www.seattlesouthside.com/joinDMSM
- **Media Kit/Advertising Opportunities:** I'm scheduling some time to meet with Lisa S., Director of Community Relations to discuss further.

2020 WRPA ANNUAL CONFERENCE TRADE SHOW (Embracing Equity): Justin S. has expressed interest in attending the aquatics segments on Thursday, April 23rd. The 2 topics are | a. Building a Complete team | b. Not at Your Facility. Link: www.wrpatoday.org/2020-annual-conference

Job descriptions are in the process of being revised by DOAO and assistant managers. Brad and Austin have met with Jeri F. to seek guidance and feedback. DOAO encourages the commissioners to consider revising the Dir. of Aquatics Operations and District Administrator job descriptions during the next few months. The goal is to present final changes to the commissioners in June for feedback and awareness.

2020 CIP- Paint Facility & Chair Lift: Building Paint Project RFQ for the purpose of soliciting quotes, this will be discussed at March finance committee meeting | identifying chair lift that will replace current chair.

2020 Spring Brochure: Is actively being designed and edited by Gene and Operations team.

Seattle Metropolitan Aquatic Club: Meeting Scheduled for Friday, March 6th. My goal is to understand SMAC's history and to share future Tukwila Pool operations goals.

Water Safety Presentation (Wales Tales): Jessica is actively communicating with a Physical Education teacher at Thorndyke Elementary. Jessica is now preparing the curriculum / material and planning for three 45 minute presentations or one presentation with 45-70 youth. Jessica and the P.E. teacher will discuss further next. week. When all details are finalized, I will send date and time to BOC and TPAC.

Program:

Revenue:

347.60.10 Swim Classes/Instruction: (+17 Participants vs. February 2019)

- February 2020 \$8,473.00 (Increase in participation, rate increase) – Participants vs Maximum 150/208
- February 2019 \$4593 (Snow Storm) – Participants vs Maximum 133/240
- Classes with more participation in 2019: Shark 2 / Adult
- Classes with more participation in 2020: Parent-Tot / Minnow 2 / Minnow 3 / Shark 1 / Super Strokes / Women's Only

362.40.30 Facility Rental (long-term): decrease in revenue vs. February 2019 due to Highline School District spending over \$4000 with the Tukwila Pool in 2019 on a temporary basis.

Community:

Candyland: Third Saturday Event: 70 Paid Participants | Revenue: \$280 (this would include sales tax)

- During and after the Saturday's event, a few BOC/Volunteers made the DoAO aware of some safety concerns that were observed during the event. All shared concerns have been addressed and communicated within the aquatics teams.

When a Volunteer, Commissioner notices something that would compromise the safety of a patron during their visit to the pool, I encourage you to immediately inform the DoAO operations@tukwilapool.org and or one of the three acting managers (Jessica, Austin, Justin). Your feedback allows my team and I the opportunity to quickly correct a potentially serious incident from taking place by continuously providing our teams real-time feedback. Please let me know if you have any questions as we continue to build a culture of safety.

February 2020 Free Passes Redeemed:	
February 2020 – Card Reader Not Working	3
February 2020- customer donating unused scans to youth	2
Total:	5

ATTACHMENTS

- Monthly Comparison / Scholarship Report
- Revenue Report (General Ledger Summary)
- Membership Check-In Report
- POS Summary Report



Revenue Report for March 2020 TPMPD Board Meeting
January 2020 & February 2020 Monthly Comparison

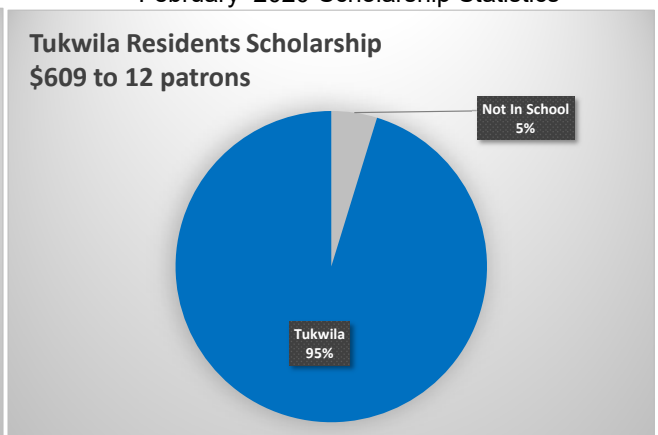
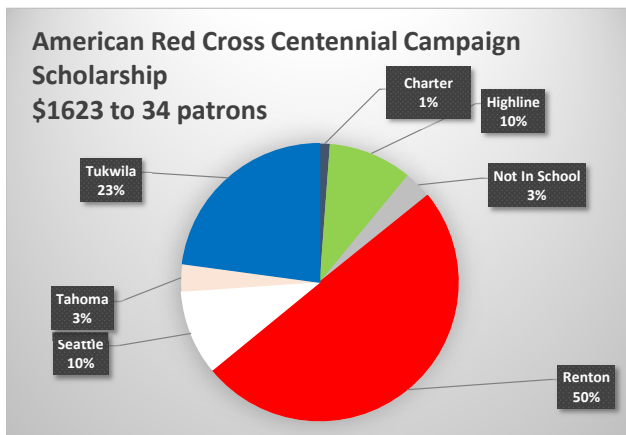
Category	January 2019	January 2020	February 2019	February 2020
341.70.10 Merchandise Sales (Taxable)	\$ 324.37	\$ 385.04	\$ 280.85	\$ 512.21
341.70.20 Merchandise Sales (Non-Taxable)	\$ 286.25	\$ 224.50	\$ 179.00	\$ 284.50
347.30.10 Pass Sales	\$ 3,434.21	\$ 2,383.44	\$ 1,634.03	\$ 1,845.28
347.30.11 Healthcare Member Reimbursement	\$ -	\$ -	\$ -	\$ 65.91
347.30.20 General Admission	\$ 2,535.37	\$ 2,508.28	\$ 1,431.10	\$ 2,467.71
347.30.30 Special Events	\$ 157.26	\$ 103.64	\$ 194.99	\$ 254.57
347.60.10 Swim Classes/Instruction	\$ 8,837.50	\$ 6,186.50	\$ 4,593.00	\$ 8,473.00
347.60.20 Exercise Classes	\$ 130.75	\$ 253.50	\$ 200.75	\$ 274.25
347.60.30 Lifeguard Classes	\$ 110.00	\$ (135.00)	\$ -	\$ 215.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 35.00	\$ (35.00)	\$ -	\$ 35.00
347.90.10 Advertising/Sponsorship	\$ 30.00	\$ 15.00	\$ 15.00	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 390.91	\$ 670.92	\$ -	\$ 267.27
362.40.30 Facility Rental (long-term)	\$ 16,649.00	\$ 2,696.00	\$ 15,049.00	\$ 8,808.00
367.10.10 Cash Donations	\$ 9.35	\$ 29.10	\$ 6.30	\$ 11.79
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ 1,782.00
369.80.00 Deposit Over / Short	\$ (13.25)	\$ (8.50)	\$ 5.00	\$ 0.55
369.91.00 Other Misc. Revenue	\$ -	\$ 166.56	\$ -	\$ 100.00
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 1,272.00	\$ -	\$ 660.00	\$ 609.00
369.91.40 Discounts Applied	\$ (46.82)	\$ (125.26)	\$ (56.34)	\$ (117.18)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ 36.36	\$ -	\$ -	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ 9.00
Total Pool Operations Revenue	\$ 34,178.26	\$ 15,318.72	\$ 24,192.68	\$ 25,912.86
313.11.00 Sales Tax Collected	\$ 686.59	\$ 595.64	\$ 351.32	\$ 534.13
Total:	\$ 34,864.85	\$ 15,914.36	\$ 24,544.00	\$ 26,446.99

Revenue Report for March 2020 TPMPD Board Meeting
January 2020 & February 2020 Monthly Comparison

Scholarship Funds Applied	January 2019	January 2020	February 2019	February 2020
Pre-School Classes	\$ 24.00	\$ -	\$ 52.00	\$ -
Minnnow Swim Classes (Ages 5 & under)	\$ 380.00	\$ 382.75	\$ 200.00	\$ 530.00
Sharks Swim Classes (Ages 6+)	\$ 580.00	\$ 1,009.25	\$ 300.00	\$ 1,099.00
Super Strokes Swim Classes	\$ 48.00	\$ 53.00	\$ 36.00	\$ 164.00
Pre-Comp Swim Classes	\$ 240.00	\$ 217.00	\$ 72.00	\$ 290.00
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 120.00	\$ -	\$ 149.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 1,272.00	\$ 1,782.00	\$ 660.00	\$ 2,232.00

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ 110.00	\$ (135.00)	\$ -	\$ 215.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 35.00	\$ (35.00)	\$ -	\$ 35.00
347.60.10 Swim Classes/Instruction	\$ 8,837.50	\$ 6,186.50	\$ 4,593.00	\$ 8,473.00
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 10,254.50	\$ 7,798.50	\$ 5,253.00	\$ 10,955.00

February 2020 Scholarship Statistics





Tukwila Pool Metropolitan Park District
CivicPlus GL Summary
February 2020

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	ACH	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 229.50	\$ -	\$ 282.71	\$ -	\$ 512.21
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 198.25	\$ -	\$ 86.25	\$ -	\$ 284.50
Revenue	347.30.10: Pass Sales	\$ 268.88	\$ -	\$ 1,576.40	\$ -	\$ 1,845.28
Revenue	347.30.11: Healthcare Member Reimbursement	\$ -	\$ -	\$ -	\$ 65.91	\$ 65.91
Revenue	347.30.20: General Admission	\$ 1,550.44	\$ 5.45	\$ 911.82	\$ -	\$ 2,467.71
Revenue	347.30.30: Special Events	\$ 170.92	\$ -	\$ 83.65	\$ -	\$ 254.57
Revenue	347.60.10: Swim Classes and Instruction	\$ 521.50	\$ -	\$ 7,951.50	\$ -	\$ 8,473.00
Revenue	347.60.20: Exercise Classes	\$ 65.00	\$ -	\$ 209.25	\$ -	\$ 274.25
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ 215.00	\$ -	\$ 215.00
Revenue	347.90.00: Other Fees-Pass through Red Cross	\$ -	\$ -	\$ 35.00	\$ -	\$ 35.00
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ -	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ 267.27	\$ -	\$ 267.27
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 312.00	\$ 8,472.00	\$ 24.00	\$ -	\$ 8,808.00
Revenue	367.10.10: Cash Donations	\$ 11.79	\$ -	\$ -	\$ -	\$ 11.79
Revenue	367.10.30: Grant Revenue Swim Lessons	\$ -	\$ 1,782.00	\$ -	\$ -	\$ 1,782.00
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (30.54)	\$ -	\$ (86.64)	\$ -	\$ (117.18)
Revenue	395.10.00: Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -
Liability	313.11.00: Sales Tax Collected	\$ 234.54	\$ 0.55	\$ 292.45	\$ 6.59	\$ 534.13
Liability	369.00.10: Account Credit (overpayment later used/refunded)	\$ -	\$ -	\$ 9.00		\$ 9.00
Totals for GL Codes		\$ 3,532.28	\$ 10,275.00	\$ 11,857.66	\$ 72.50	\$ 25,737.44

QBO Adjustments:	TPMPD Scholarship Funds Applied					\$ 609.00
	Deposit Over/Short					\$ 0.55
	Misc. Revenue: Vendor refund from Valley View Sewer					\$ 100.00

Total: \$ 26,446.99



Run On 03/05/2020 08:48 PM
Run By TPMPD District Administrator
From 02/01/2020 12:00 AM
To 02/29/2020 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2020 -1 Month Adult	54
2. 1 Month Memberships 2020 -1 Month Youth/Veteran/Senior	46
3. 10 Visit Memberships 10x Adult	2
4. 10 Visit Memberships 10x Youth/Veteran/Senior	23
5. 10 Visit Memberships 2020 10x Adult	71
6. 10 Visit Memberships 2020 10x Youth/Veteran/Senior	169
7. 3 Month Memberships 2020 3 Month Adult	28
8. 3 Month Memberships 2020 3 Month Youth/Vet/Senior	48
9. 3 Month Memberships Silver Sneakers Membership	29
10. Annual Memberships 1 Year Adult	15
11. Annual Memberships 1 Year Youth/Vet/Senior	85
12. Annual Memberships 2020 -1 Year Adult	83
13. Annual Memberships 2020 -1 Year Youth/Vet/Senior	182
14. Annual Memberships Youth/Senior Non-Resident	20
15. Exercise Pass 10 Visit 2020 10x Exercise Adult	9
16. Exercise Pass 10 Visit 2020 10x Exercise Veteran/Senior	27
	891
Totals for Check-In Summary by Membership	891



Run On 03/05/2020 08:49 PM
 Run By TPMPD District Administrator
 From 02/01/2020 12:00 AM
 To 02/29/2020 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2020 Adult (18-54) NON-Resident Family Swim	42	\$229.06
2. POS Item: 2020 Adult (18-54) NON-Resident Lap Swim	80	\$436.06
3. POS Item: 2020 Adult (18-54) NON-Resident Open Swim	4	\$21.81
4. POS Item: 2020 Adult (18-54) Resident Family Swim	20	\$100.00
5. POS Item: 2020 Adult (18-54) Resident Lap Swim	37	\$185.00
6. POS Item: 2020 Adult (18-54) Resident Open Swim	9	\$45.00
7. POS Item: 2020 Adult Exercise Class (18-54) NON-Residen	1	\$6.50
8. POS Item: 2020 Adult Exercise Class (18-54) Resident	1	\$6.50
9. POS Item: 2020 Adult Free Pass (18-54)	4	\$0.00
10. POS Item: 2020 Late Night (Friday) Resident	59	\$160.91
11. POS Item: 2020 Late Night NON-Resident	8	\$21.81
12. POS Item: 2020 NO SCHOOL Special (School Holiday)	35	\$95.46
13. POS Item: 2020 NO SCHOOL Special (Early Release)	60	\$163.61
14. POS Item: 2020 Senior (55+) NON-Resident Family Swim	2	\$7.28
15. POS Item: 2020 Senior (55+) NON-Resident Lap Swim	16	\$58.24
16. POS Item: 2020 Senior (55+) NON-Resident Open Swim	2	\$7.28
17. POS Item: 2020 Senior (55+) Resident Family Swim	1	\$3.64
18. POS Item: 2020 Senior (55+) Resident Lap Swim	62	\$225.65
19. POS Item: 2020 Senior (55+) Resident Open Swim	1	\$3.64
20. POS Item: 2020 Senior Exercise (55+) Resident	5	\$25.00
21. POS Item: 2020 Shower (ID REQUIRED)	17	\$37.69
22. POS Item: 2020 Special Events NON-Resident	6	\$21.82
23. POS Item: 2020 Special Events Resident	64	\$232.75
24. POS Item: 2020 Veteran Resident Lap Swim	1	\$3.64
25. POS Item: 2020 Youth (3-17) NON-Resident Family Swim	19	\$69.11
26. POS Item: 2020 Youth (3-17) NON-Resident Lap Swim	32	\$116.39
27. POS Item: 2020 Youth (3-17) NON-Resident Open Swim	17	\$61.81
28. POS Item: 2020 Youth (3-17) Resident Family Swim	52	\$189.13
29. POS Item: 2020 Youth (3-17) Resident Lap Swim	45	\$163.67
30. POS Item: 2020 Youth (3-17) Resident Open Swim	17	\$61.82
31. POS Item: 2020 Youth Free Pass (3-17)	4	\$0.00
32. POS Item: ARC Non-Resident Fee (4 lessons)	1	\$5.00
33. POS Item: ARC Non-Resident Fee (8 lessons)	14	\$140.00
34. POS Item: Clif Bar	43	\$57.90
35. Discount: Staff Price	26	\$35.25
36. Discount: Staff Price	61	\$22.50
37. POS Item: Donation	18	\$11.79
38. POS Item: Fruit Snacks	97	\$41.50
39. POS Item: Gatorade	56	\$59.06
40. POS Item: Gold Fish	43	\$30.00
41. POS Item: Healthcare Member Reimbursement	1	\$65.91
42. POS Item: Lock4sale	4	\$25.45
43. POS Item: Meat Stick	30	\$36.00
44. POS Item: Nuts	5	\$3.75
45. Discount: Staff Price	33	\$23.16
46. Discount: Staff Price	36	\$50.05
47. POS Item: Swim cap, silicone	11	\$99.99
48. POS Item: Swim Diaper	3	\$5.46
49. POS Item: Swim Goggles	21	\$133.58
50. POS Item: Trail Mix	14	\$12.75
51. POS Item: TV Advertising (Monthly)	1	\$15.00
52. POS Item: Vitamin Water	17	\$23.66
53. POS Item: Water	33	\$19.47
	1291	\$3,677.51
Totals for POS Summary Report		
	1291	\$3,677.51



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Kristine Selleck, District Administrator

DATE: March 9, 2020

SUBJECT: **District Administrator's Report**

District Tasks Completed:

- a) Working with our Bookkeeper and Director of Aquatics Operations:
 - i. Continued Review and Preparation of 2019 Financial Documents
 - ii. Assisted with Card Payment transaction issues
- b) Finance Committee administrative duties,
- c) Partially attended TPAC's February meeting to gather information needed to create a welcome packet.
- d) Washington State Audit for the 2017-2018 Audit Period: Attended Exit Conference on February 24, 2020 and executed Management Letter.
- e) Attended MRSC Webinar: Building a Foundation for Fiscal Oversight
- f) Submitted Organization's worker hours into the Origami Portal for WCIA requirement

ATTACHMENTS

- Tukwila Pool MPD – District Administrator's Annual Agenda Items Schedule
- WA SAO Official Audit Report

Tukwila Pool MPD - District Administrator's Annual Agenda Items Schedule:

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
R E P O R T S	<p>FC: CIP Account Funds Transfer (Due 12/31)</p>	<p>DA: W-2 and 1099 Distribution (Due 01/31)</p> <p>DA: Roster Bi-Annual Legal Notice</p> <p>FC: Deposit Account Funds Transfers (Due 1/31)</p>			<p>DA: WCIA Annual Review and Audit Report</p>	<p>DA: WA SAO Annual Report (Due 05/31)</p> <p>DA: Unclaimed Property Due Diligence Letters (Due 05/31)</p>	<p>DA: Roster Bi-Annual Legal Notice</p>	<p>DA: JLARC Public Records Data Reporting (Due 08/01)</p>	<p>DA: WCIA Liability Exposure Questionnaire (Due 09/03)</p>	<p>DA: Renew Business License</p>	<p>DA: Expiring TPAC Positions (if applicable)</p>	<p>Board President: State of the District</p>
B U S I N E S S I T E M S	<p>Resolution: King County Accounts Payable Auditing Officer Delegation</p>	<p>Year-End Financial Review</p>	<p>Finance Committee Officer Appointments</p> <p>P&O Committee Officer Appointments</p>	<p>Contract Renewal: MRSC Rosters</p>				<p>Mid Year Budget Review</p>		<p>Resolution: Unclaimed Property Transfer (Due 10/31)</p>	<p>Public Hearing: Property Tax Levy</p> <p>Resolution: Limit Factor Increase</p> <p>Resolution: General Tax Levy</p>	<p>Public Hearing: Annual Budget</p> <p>Resolution: Annual Budget</p> <p>Resolution: Meeting Schedule</p> <p>BoC Officer Selections</p> <p>TPAC Appointments</p> <p>Contract Renewals: Attorney and CPA</p>

File Location: <https://docs.google.com/document/d/119pWgelssRbISBjWfGPSCSgJGQOyaEx-6ttcAf-YFZ4/edit?usp=sharing>



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report
Tukwila Metropolitan Park District

For the period January 1, 2017 through December 31, 2018

Published March 5, 2020

Report No. 1025815





**Office of the Washington State Auditor
Pat McCarthy**

March 5, 2020

Board of Commissioners
Tukwila Metropolitan Park District
Tukwila, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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About the State Auditor's Office.....	6

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Tukwila Metropolitan Park District from January 1, 2017 through December 31, 2018.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2018 and 2017, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – overtime and gross wages
- Ordering, receiving, and tracking of inventory items
- Tracking and monitoring of theft sensitive assets, such as computers, tools, and equipment
- Third party cash receipting
- Financial condition and fiscal sustainability

INFORMATION ABOUT THE DISTRICT

The Tukwila Pool Metropolitan Park District (TPMPD) is a Special Purpose municipal corporation organized and operating pursuant to chapter RCW 35.61. A ballot measure in August, 2011 authorized creation of the Tukwila Pool Metropolitan Park District, coextensive with the City's boundaries pursuant to RCW 35.61, including the authority to levy a general tax on property with the District each year, not to exceed 15 cents per thousand dollars of assessed valuation, for the purpose of operating the pool facility located at 4414 S 144th St, Tukwila, WA 98168, next to Foster High School.

The TPMPD Board of Commissioners are elected to staggered, six-year terms of office. The Tukwila Pool is a 15,650 square-foot facility that resides on land leased from the Tukwila School District. Features include a six-lane competition style pool that varies in depth from a 3-foot shallow end to a 12-foot deep end.

Contact information related to this report	
Address:	Tukwila Metropolitan Park District 4414 S. 144th Street Tukwila, WA 98168
Contact:	Kristine Selleck, District Administrator
Telephone:	(425) 276-4976
Website:	www.tukwilapool.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Tukwila Metropolitan Park District at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

d) Finance Committee

January 2020 Financial Reports Attached:

- Balance Sheet
- Budget Report
- Budget Vs. Actuals Report
- Combined Excise Tax Return
- Purchasing Card Transaction Report



Tukwila Pool Metropolitan Park District

BALANCE SHEET
As of January 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank - 1.Operations and General Fund	
111.10 US Bank Checking Acct - 5669	57,807.05
111.11 US Bank Deposit Acct - 8744	15,601.76
115.21 KC Fund 175910010 General	464,249.80
Total Bank - 1.Operations and General Fund	537,658.61
Bank - 2.Allocated Savings	
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	443,968.02
Total Bank - 2.Allocated Savings	443,968.02
Total Bank Accounts	\$981,626.63
Other Current Assets	
113.00 Change Fund	550.00
Undeposited Funds	3,708.95
Total Other Current Assets	\$4,258.95
Total Current Assets	\$985,885.58
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Total Fixed Assets	\$2,063,021.99
TOTAL ASSETS	\$3,048,907.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	2,501.13
Total Credit Cards	\$2,501.13
Other Current Liabilities	
231.00 Payroll Liabilities	240.92
231.30 Unclaimed Property Transfer Account	0.00
Total Other Current Liabilities	\$240.92
Total Current Liabilities	\$2,742.05
Long-Term Liabilities	
217.10 Bond Payable	316,831.85
227.00 Bridge Loan Payable	391,343.56
Total Long-Term Liabilities	\$708,175.41
Total Liabilities	\$710,917.46
Equity	\$2,337,990.11
TOTAL LIABILITIES AND EQUITY	\$3,048,907.57

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
2	Tukwila Pool Metropolitan Park District General Fund Budget										
3	Unrestricted Opening Balance	308.80.00		288,491.29	343,876.36	380,436.35	427,786.63		583,163.16	614,777.95	
4	Revenue										
5	Real and Personal Property Tax	311.10.00		918,571.00	960,162.17	1,008,584.00	1,030,320.55	102.16%	1,099,431.00	623.31	0.06%
6	Total 311 General Property Tax			918,571.00	960,162.17	1,008,584.00	1,030,320.55		1,099,431.00	623.31	
7	Sales Tax Collected	313.11.00	10% of Taxable sales	7,555.00	7,398.95	7,450.00	6,694.73	89.86%	8,070.00	595.64	7.38%
8	Total 313 Local Retail Sales & Use Taxes			7,555.00	7,398.95	7,450.00	6,694.73		8,070.00	595.64	
9	Local Grants	337.00.10	King County Youth and Amateur Sports Grant	-	-	-	-		140,000.00	140,000.00	100.00%
10	Total 337 Local Grants, Entitlements, and Other Payments								140,000.00	140,000.00	
11	Taxed Merchandise (Taxable)	341.70.10	Bottled drinks, gear, shampoo, etc.	3,000.00	4,082.95	4,000.00	4,666.56	116.66%	4,500.00	385.04	8.56%
12	Untaxed Merchandise (Non-taxable)	341.70.20		2,000.00	2,818.30	3,500.00	3,170.36	90.58%	3,000.00	224.50	7.48%
13	Total 341 Merchandise			5,000.00	6,901.25	7,500.00	7,836.92		7,500.00	609.54	
14	Activity Fees - General Passes (Taxable)	347.30.10		24,200.00	28,239.24	25,000.00	29,717.61	118.87%	30,000.00	2,383.44	7.94%
15	Activity Fees - General Admissions (Taxable)	347.30.20		38,500.00	34,938.38	36,500.00	27,263.94	74.70%	37,800.00	2,508.28	6.64%
16	Activity Fees - Special Events (Taxable)	347.30.30		2,200.00	2,086.47	2,500.00	1,516.52	60.66%	2,400.00	103.64	4.32%
17	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		60,000.00	88,362.60	85,000.00	91,055.68	107.12%	102,000.00	6,186.50	6.07%
18	Program Fees - Exercise Classes (Non-taxable)	347.60.20		300.00	3,122.25	6,400.00	2,220.00	34.69%	3,500.00	253.50	7.24%
19	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30		1,250.00	1,565.00	3,750.00	2,568.50	68.49%	2,400.00	(135.00)	-5.63%
20	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	Patrons Lifeguard Class Certification	350.00	385.00	350.00	385.00	110.00%	924.00	(35.00)	-3.79%
21	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners	-	1,205.00	300.00	195.00	65.00%	240.00	15.00	6.25%
22	Total 347 Cultural and Recreation			126,800.00	159,903.94	159,800.00	154,922.25		179,264.00	11,280.36	
23	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported on CIP Fund Budget	4,500.00	10,893.64	7,800.00	10,769.64	138.07%	7,800.00	1,018.00	13.05%
24	Total 361 Interest and Other Earnings			4,500.00	10,893.64	7,800.00	10,769.64		7,800.00	1,018.00	
25	Rentals - Short-Term, One-time (Taxable)	362.40.10		7,150.00	4,295.69	6,500.00	4,055.91	62.40%	6,000.00	670.92	11.18%
26	Equipment and Locker Rentals (Taxable)	362.40.20		500.00	407.26	-	-		-	-	
27	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30		83,950.00	85,171.00	89,000.00	104,062.00	116.92%	99,000.00	2,696.00	2.72%
28	Total 362 Rents, Leases and Concessions			91,600.00	89,873.95	95,500.00	108,117.91		105,000.00	3,366.92	
29	Cash Donations (Non-taxable)	367.10.10		200.00	179.10	250.00	408.28	163.31%	250.00	29.10	11.64%
30	Gifts In-Kind (Non-taxable)	367.10.20		-	-	-	-		-	-	
31	Grant Revenue Swim Lessons	367.10.30		10,000.00	10,000.00	-	7,313.00		3,000.00	-	0.00%
32	Grant Revenue Junior Guard	367.10.40		5,000.00	5,000.00	-	-		-	-	
33	Grant Revenue Misc. Overhead	367.10.50		5,000.00	5,000.00	-	-		-	-	
34	Total 367 Contributions from Private Sources			20,200.00	20,179.10	250.00	7,721.28		3,250.00	29.10	
35	Unapplied Cash Income (Account Credit)	369.00.10		-	-	-	(393.00)		-	-	
36	Deposit Over / Short	369.80.00		-	11.15	-	88.43		-	(8.50)	
37	Other Miscellaneous Revenue	369.91.00	Jan 2020: Vendor Credit from Allstream	-	-	-	-		-	166.56	
38	Scholarship Funds Applied	369.91.10		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00	-	0.00%
39	Discounts Applied	369.91.40	includes staff food discounts	-	-	-	(1,189.54)		(1,200.00)	(125.26)	
40	Gift Certificates	369.91.50		-	-	-	-		-	-	
41	Total 369 Miscellaneous Revenue			10,000.00	7,920.15	10,000.00	9,780.99		10,800.00	32.80	
42	Sales of Capital Assets	395.10.00		-	13.64	-	536.36		-	-	
43	Total 395 Sales of Capital Assets				13.64		536.36				
44	Transfers In from Capital Improvement Fund	397.00.10		-	-	-	-		-	-	
45	Total 397 Non-Revenue Transfers-In										
46	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance	-	9,606.15	-	-		-	-	
47	Total 388 Prior Period Adjustment(s)				9,606.15						
48	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,336,700.63		1,561,115.00	157,555.67	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
49	Expenditures										
50	Board Expenditures										
51	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings (regular and retreat)	5,130.00	4,000.00	9,600.00	3,882.00	40.44%	9,600.00	384.00	4.00%
52	BOC Supplies										
53	BOC Office Supplies	576.20.100.30.10	business cards, etc.	100.00	71.30	100.00	219.88	219.88%	100.00	-	0.00%
54	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	100.00	46.22	500.00	468.97	93.79%	500.00	-	0.00%
55	BOC Meeting Food	576.20.100.30.30	retreat	250.00	149.80	250.00	74.37	29.75%	250.00	-	0.00%
56	BOC Services										
57	Consultant Fees	576.20.100.40.10		300.00	-	300.00	-	0.00%	300.00	-	0.00%
58	Transcription Services	576.20.100.40.20		750.00	-	750.00	-	0.00%	100.00	-	0.00%
59	Meeting Site Rental	576.20.100.40.30		600.00	1,565.00	600.00	725.00	120.83%	1,000.00	230.00	23.00%
60	Public Records Request	576.20.100.40.40		500.00	-	500.00	-	0.00%	500.00	-	0.00%
61	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	100.00	-	100.00	-	0.00%	100.00	-	0.00%
62	BOC Development										
63	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	-	200.00	-	0.00%	150.00	-	0.00%
64	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	-	650.00	-	0.00%	650.00	101.92	15.68%
65	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	200.00	-	200.00	316.26	158.13%	200.00	-	0.00%
66	BOC Intergovernmental Costs										
67	Election Costs	576.20.100.50.10	billed in 2020 for the 2019 election cycle	6,000.00	9,174.11	-	-	-	14,200.00	-	0.00%
68	Total 576.20.100 Board Expenditures			14,880.00	15,006.43	13,750.00	5,686.48		27,650.00	715.92	
69	Executive Expenditures										
70	Executive Salaries & Wages										
71	Executive Director/District Administrator Wages	576.20.200.10.10		37,740.00	36,393.49	33,100.00	35,498.80	107.25%	39,060.00	3,132.58	8.02%
72	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		5,661.00	4,559.42	4,965.00	4,900.63	98.70%	5,859.00	437.19	7.46%
73	Executive Development										
74	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	150.00	42.12	150.00	-	0.00%	150.00	-	0.00%
75	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00	-	500.00	694.00	138.80%	500.00	-	0.00%
76	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	200.00	11.34	200.00	10.00	5.00%	200.00	-	0.00%
77	Total 576.20.200 Executive Expenditures			44,251.00	41,006.37	38,915.00	41,103.43		45,769.00	3,569.77	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
78	Shared Expenditures										
79	Shared Salary & Wages										
80	Bookkeeper Wages	576.20.300.10.10		12,500.00	19,634.67	21,840.00	12,188.74	55.81%	21,320.00	1,087.47	5.10%
81	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	1,242.42	3,276.00	1,769.83	54.02%	3,198.00	133.87	4.19%
82	Shared Supplies/Equipment										
83	Office/Computer Supplies/Equipment (consumable)										
84	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,500.00	1,147.92	1,500.00	1,268.03	84.54%	1,000.00	74.40	7.44%
85	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	550.00	531.09	1,000.00	449.18	44.92%	1,000.00	84.70	8.47%
86	Office/Computer Supplies/Equipment (non-consumable)										
87	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	5,239.84	3,000.00	3,735.59	124.52%	3,000.00	100.09	3.34%
88	Computer Equipment (replacement)	576.20.300.30.14	includes new firewall and switch	2,500.00	4,617.05	1,000.00	-	0.00%	3,000.00	-	0.00%
89	Shared Services										
90	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	4,000.00	3,755.06	4,000.00	4,878.65	121.97%	4,500.00	289.38	6.43%
91	Legal Services	576.20.300.40.20		8,000.00	2,446.00	6,000.00	1,248.00	20.80%	5,500.00	-	0.00%
92	Communication Services										
93	Telephone	576.20.300.40.31	Personal Mobile Device Stipend (per Policy 560)	-	200.00	-	600.00		600.00	50.00	8.33%
94	Postage	576.20.300.40.32		200.00	224.48	300.00	383.05	127.68%	310.00	11.60	3.74%
95	Website & Email hosting	576.20.300.40.33	Rackspace, Dreamhost, Website Update	1,500.00	1,576.40	1,500.00	1,794.20	119.61%	3,500.00	-	0.00%
96	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	4,864.63	4,200.00	3,893.14	92.69%	4,000.00	322.62	8.07%
97	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office, Adobe, When to Work, McAfee	1,600.00	1,226.17	1,700.00	867.91	51.05%	1,700.00	16.49	0.97%
98	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only	200.00	-	200.00	-	0.00%	200.00	-	0.00%
99	Printing & Copying Services	576.20.300.40.37	Sharp Lease & other non-program printing services	5,500.00	5,126.86	5,500.00	4,770.12	86.73%	5,000.00	362.45	7.25%
100	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported on CIP Fund Budget	800.00	(743.47)	500.00	403.19	80.64%	500.00	15.54	3.11%
101	Payroll Services	576.20.300.40.50		6,000.00	5,024.92	6,000.00	8,202.06	136.70%	8,000.00	1,069.74	13.37%
102	Membership Dues	576.20.300.40.60	WRPA, MRSC Rosters, Amazon, Costco, ARC, WAPRO	1,000.00	775.00	2,000.00	1,900.90	95.05%	1,900.00	120.00	6.32%
103	Miscellaneous Services	576.20.300.40.70		500.00	-	200.00	-	0.00%	200.00	-	0.00%
104	Risk Management Services										
105	Security & Fire Alarm	576.20.300.40.81		2,500.00	2,383.83	2,900.00	7,263.64	250.47%	3,000.00	425.04	14.17%
106	Pest Control	576.20.300.40.82		700.00	851.36	700.00	751.64	107.38%	700.00	-	0.00%
107	Insurance	576.20.300.40.83	WCIA - Travelers	14,000.00	11,176.00	17,500.00	12,500.00	71.43%	14,500.00	14,190.00	97.86%
108	Fingerprinting (WSP)	576.20.300.40.84	*2020 - \$71.25 + \$10 fingerprinting x 20 people	900.00	890.00	1,250.00	1,633.00	130.64%	2,000.00	366.25	18.31%
109	Financial Services										
110	Accounting Services (Independent)	576.20.300.40.91		-	-	-	-		-	-	
111	CPA Services	576.20.300.40.92		8,000.00	4,300.00	6,000.00	1,367.75	22.80%	4,500.00	-	0.00%
112	Software Programs (financial)	576.20.300.40.93	QuickBooks and CivicRec	500.00	225.00	500.00	510.00	102.00%	6,200.00	-	0.00%
113	Shared Intergovernmental Services										
114	External Taxes and Operating Assessments	576.20.300.50.10	include description	-	-	-	-		-	-	
115	Washington Business License	576.20.300.50.20		-	19.00	-	-		-	-	
116	Tukwila Business License	576.20.300.50.30		-	-	-	-		-	-	
117	Annual Permits	576.20.300.50.40	King Co Health	650.00	593.00	650.00	612.00	94.15%	650.00	-	0.00%
118	Interlocal Agreements	576.20.300.50.50		-	-	-	-		-	-	
119	State Audit	576.20.300.50.60		-	5,415.70	8,000.00	4,477.50	55.97%	-	-	
120	Total 576.20.300 Shared Expenditures			82,100.00	82,742.93	101,216.00	77,468.12		99,978.00	18,719.64	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
121	Swimming Pool Expenditures										
122	Swimming Pool Salaries and Wages										
123	Lifeguard Wages	576.20.400.10.10		126,450.00	129,910.22	182,015.00	138,899.48	76.31%	190,000.00	10,087.50	5.31%
124	Instructor Wages	576.20.400.10.20		42,500.00	60,522.58	51,000.00	52,515.38	102.97%	61,000.00	4,050.22	6.64%
125	Water Exercise Instructor Wages	576.20.400.10.25		-	551.50	4,000.00	4,366.90	109.17%	7,200.00	333.12	4.63%
126	Head Guard Wages	576.20.400.10.30		-	-	-	-	-	-	-	-
127	Director of Aquatic Operations Salary	576.20.400.10.40		66,734.00	66,559.98	68,726.00	71,573.47	104.14%	72,000.00	5,641.66	7.84%
128	Assistant Aquatics Manager Wages	576.20.400.10.50		89,000.00	105,707.03	124,280.00	120,740.81	97.15%	120,000.00	10,480.92	8.73%
129	Front Desk Wages	576.20.400.10.60		50,100.00	29,238.93	30,000.00	24,567.81	81.89%	40,000.00	1,288.16	3.22%
130	Maintenance Worker Wages	576.20.400.10.65		-	-	13,000.00	-	0.00%	-	-	-
131	Overtime Wages	576.20.400.10.70		7,500.00	6,249.25	7,500.00	3,382.96	45.11%	5,000.00	9.41	0.19%
132	Summer Incentive Pay Wages	576.20.400.10.75	Board approved \$2/hr incentive	-	-	-	9,105.10	-	10,182.00	-	0.00%
133	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		23,500.00	24,920.45	28,951.00	27,410.85	94.68%	28,800.00	2,182.91	7.58%
134	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	-	-	-	-	-	-	-
135	Swimming Pool Personnel Benefits										
136	Non-Taxable Benefits										
137	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	35,711.35	37,560.96	44,236.35	39,084.38	88.35%	45,581.53	3,002.60	6.59%
138	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	25,674.83	9,998.77	20,238.86	11,628.02	57.45%	20,854.30	1,016.69	4.88%
139	L&I	576.20.400.20.13	TPMPD's contribution	15,000.00	13,151.85	15,000.00	11,572.18	77.15%	20,000.00	2,061.60	10.31%
140	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-	-	-
141	Swimming Pool Supplies										
142	Program Supplies and Equipment										
143	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells	200.00	318.17	300.00	93.83	31.28%	300.00	-	0.00%
144	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	kick boards, floatation bars, dive toys, swim platform	500.00	736.74	800.00	2,189.00	273.63%	3,500.00	-	0.00%
145	Special Events Supplies & Equipment	576.20.400.30.13	food, inflatables, games supplies, wristbands	2,400.00	2,810.34	3,000.00	2,759.71	91.99%	2,400.00	175.63	7.32%
146	Staff Uniforms Supplies & Equipment	576.20.400.30.14	shirts, hip packs, badges, lanyards, whistles	2,500.00	2,150.43	2,000.00	1,945.65	97.28%	4,000.00	139.05	3.48%
147	Safety Supplies & Equipment	576.20.400.30.15	life jackets, rescue tubes, first aid/biohazard supplies	2,500.00	3,782.30	1,740.00	923.62	53.08%	2,100.00	478.02	22.76%
148	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	150.00	235.52	100.00	61.29	61.29%	200.00	-	0.00%
149	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	500.00	2,591.56	500.00	95.00	19.00%	570.00	50.47	8.85%
150	Maintenance and Repairs Supplies										
151	Pool Chemicals Supplies & Equipment	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus	14,000.00	10,989.69	10,000.00	12,349.03	123.49%	15,000.00	1,575.51	10.50%
152	Janitorial Supplies & Equipment	576.20.400.30.22		8,000.00	10,584.60	11,000.00	6,642.57	60.39%	11,000.00	1,378.84	12.53%
153	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	6,000.00	10,541.74	5,000.00	2,801.50	56.03%	5,000.00	801.02	16.02%
154	Landscaping Supplies & Equipment	576.20.400.30.24	ice melt, lawn repair chemicals, plants, bark	2,000.00	54.20	1,000.00	203.04	20.30%	1,000.00	-	0.00%
155	Repairs/Maintenance Supplies & Equipment	576.20.400.30.25	paint, paint brushes, rust remover, gloves, etc.	-	-	-	1,237.16	-	1,000.00	-	0.00%
156	Resale Inventory	576.20.400.30.30		3,500.00	5,011.34	5,000.00	3,663.93	73.28%	5,500.00	825.05	15.00%
157	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	49.83	200.00	74.68	37.34%	1,500.00	-	0.00%

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
158	Swimming Pool Services										
159	Transaction Services/Merchant Fees	576.20.400.40.10	Credit Card processing fees: Authorize.net and EVO Payments	9,000.00	9,599.39	11,220.00	15,351.10	136.82%	12,070.65	457.42	3.79%
160	Translation Services	576.20.400.40.20		300.00	-	500.00	-	0.00%	500.00	-	0.00%
161	Grant Translation	576.20.400.40.21		500.00	-	-	-	-	-	-	-
162	Advertising & Promotion										
163	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochure design	2,000.00	2,470.00	2,000.00	1,920.00	96.00%	2,200.00	-	0.00%
164	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	4,657.19	4,000.00	3,690.52	92.26%	6,000.00	-	0.00%
165	Staff Recruiting	576.20.400.40.33	Job Postings: Indeed, Facebook, Job Board, etc.	800.00	1,037.96	1,000.00	1,471.58	147.16%	2,500.00	149.60	5.98%
166	Promotional giveaways	576.20.400.40.34	program promotion only	500.00	-	500.00	17.97	3.59%	500.00	-	0.00%
167	Outreach & Marketing Services	576.20.400.40.35	additional services as needed	2,000.00	387.56	2,000.00	1,161.56	58.08%	4,000.00	-	0.00%
168	Grant Marketing	576.20.400.40.36		1,700.00	153.57	-	-	-	-	-	-
169	Grant Overhead	576.20.400.40.37		2,800.00	825.43	-	-	-	-	-	-
170	Lifeguard Recruiting	576.20.400.40.38		1,000.00	1,328.94	1,500.00	586.63	39.11%	-	-	-
171	Staff Development										
172	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool and shared staff only	400.00	1,352.03	1,000.00	-	0.00%	1,000.00	-	0.00%
173	Tuition/Registration Fees (Staff development)	576.20.400.40.42	For pool and shared staff only	2,000.00	2,746.14	3,500.00	1,970.40	56.30%	4,000.00	66.92	1.67%
174	Rentals and Leases										
175	Equipment Rentals	576.20.400.40.51		-	-	-	336.00	-	-	1,193.07	-
176	Facility Ground Lease	576.20.400.40.52	TSD ILA executed 07.11.2017	-	-	-	-	-	-	-	-
177	Utilities										
178	Electrical (Utilities)	576.20.400.40.61		17,600.00	16,219.91	19,000.00	17,234.67	90.71%	19,000.00	771.58	4.06%
179	Gas (Utilities)	576.20.400.40.62		58,000.00	42,364.04	50,000.00	37,125.48	74.25%	48,000.00	2,637.01	5.49%
180	Water (Utilities)	576.20.400.40.63		6,500.00	5,908.14	7,000.00	6,680.02	95.43%	7,500.00	1,881.67	25.09%
181	Sewer (Utilities)	576.20.400.40.64		1,500.00	704.35	1,500.00	734.25	48.95%	1,500.00	61.40	4.09%
182	Garbage Collection (Utilities)	576.20.400.40.65		1,000.00	-	1,000.00	-	0.00%	1,000.00	-	0.00%
183	Storm Drain (Utilities)	576.20.400.40.66		-	-	-	-	-	-	-	-
184	Other (Utilities)	576.20.400.40.67		-	-	-	-	-	-	-	-
185	Repairs and Maintenance Services										
186	Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-	-	-	-	-
187	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Plumbing, Doors, Walls, Floors, Electrical	40,000.00	62,912.49	30,000.00	24,856.28	82.85%	55,000.00	1,936.82	3.52%
188	Equipment Repairs/Maintenance Services	576.20.400.40.73		21,000.00	13,950.56	37,112.00	27,881.74	75.13%	25,000.00	730.17	2.92%
189	Landscaping/Groundskeeping Services	576.20.400.40.74		-	-	-	-	-	-	-	-
190	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	110.96	200.00	-	0.00%	200.00	-	0.00%
191	Miscellaneous Services										
192	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00	-	0.00%
193	Red Cross	576.20.400.40.92	Non-staff Certification fees (LG Class)	350.00	324.00	350.00	305.00	87.14%	924.00	-	0.00%
194	Aerobics Partner	576.20.400.40.93		-	1,275.00	2,400.00	350.00	14.58%	-	-	-
195	Other Services	576.20.400.40.94	2019: Unclaimed Property Transfer (User Credits from CivicRec)	-	-	-	1,208.88	-	-	-	-
196	Discounts Applied	576.20.400.40.97		-	-	-	-	-	-	-	-
197	Gift Certificates	576.20.400.40.98		-	-	-	-	-	-	-	-
198	Total 576.20.400 Swimming Pool Expenditures			707,770.17	710,464.64	815,369.21	704,044.53		876,582.48	55,464.04	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
199	Sales Tax, Debt Service, and Transfers Out										
200	Sales Tax Paid	586.00.300.00.00		7,555.00	7,501.34	7,450.00	6,818.99	91.53%	8,070.00	509.78	6.32%
201	Total 586.00.300 Sales Tax			7,555.00	7,501.34	7,450.00	6,818.99		8,070.00	509.78	
202	City Bridge Loan (Principle)	591.76.300.70.10	Monthly billing, payoff date: 05/2023	110,002.05	110,002.05	112,222.37	112,222.37	100.00%	114,487.50	9,453.48	8.26%
203	Loans and Bonds (Principle)	591.76.300.70.20	Bi-Annual Billing, payoff date 12/2022	99,195.63	99,195.63	97,521.42	97,521.42	100.00%	101,461.29	-	0.00%
204	Total 591.76.300 Debt Service Principle			209,197.68	209,197.68	209,743.79	209,743.79		215,948.79	9,453.48	
205	City Bridge Loan (Interest)	592.76.300.80.10		11,455.71	11,455.71	9,235.39	9,235.39	100.00%	6,970.26	668.00	9.58%
206	Loans and Bonds (Interest)	592.76.300.80.20		13,934.37	13,934.37	15,608.58	15,608.58	100.00%	11,668.71	-	0.00%
207	Total 592.76.300 Debt Service Interest			25,390.08	25,390.08	24,843.97	24,843.97		18,638.97	668.00	
208	CIP Supplies	595.76.300.30.00	<i>Reported below: 2020 Capital Improvement Project/</i>								
209	CIP Services	595.76.300.40.00	<i>Lifetime Replacement Fund Budget</i>								
210	Total 595.76.300 Park Facility Improvements (CIP)			-	-	-	-				
211	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + Grant Revenue for CIP Project	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	220,000.00	140,000.00	63.64%
212	Total 597.00.300 Transfers Out			80,000.00	97,633.20	80,000.00	80,000.00	100.00%	220,000.00	140,000.00	63.64%
213			Total Expenditures	1,171,143.93	1,188,942.67	1,291,287.97	1,149,709.31		1,512,637.24	229,100.63	
214											
215			Tukwila Pool Metropolitan Park District General Fund Budget Summary								
216	Opening Balance			288,491.29	343,876.36	380,436.35	427,786.63		583,163.16	614,777.95	
217	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,336,700.63		1,561,115.00	157,555.67	
218	Total Expenditures			(1,171,143.93)	(1,188,942.67)	(1,291,287.97)	(1,149,709.31)		(1,512,637.24)	(229,100.63)	
219	Ending Balance			301,573.36	427,786.63	386,032.38	614,777.95		631,640.92	543,232.99	
220	Net Income (Total Revenue less Total Expenditures)			13,082.07	83,910.27	5,596.03	186,991.32		48,477.76	(71,544.96)	
221	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures										
222	3 Months Operational and Debt Service Expenses:			272,785.98	272,827.37	302,821.99	267,427.33		323,159.31	22,275.16	
223	Requirement Met?			YES	YES	YES	YES		YES	YES	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 01.31.2020	% of Budget 2020
224	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget										
225	Unrestricted Opening Balance (CIP)			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05	369,672.78	
226											
227	Transfers in from General Fund		Annual CIP Transfer	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	80,000.00	-	0.00%
228			Grant Revenue Transfer In	-	-	-	-		140,000.00	140,000.00	100.00%
229				-	-	-	-		-	-	
230				-	-	-	-		-	-	
231	Prior Period Adjustment(s)		EOYadjustment to the Budget Report balance to match the General Ledger (QBO)	-	11,661.44	-	-		-	-	
232	Investment Income		Interest earned from CIP Fund	-	-	-	8,802.78		2,500.00	787.80	31.51%
233	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$88,802.78		\$222,500.00	\$140,787.80	
234											
235	CIP Expenditures	2019, 2017	Pool Liner	-	-	55,000.00	112,494.36	204.54%	75,000.00	66,473.94	88.63%
236		2025	Heat Exchanger (Pool Water)	-	-	-	-		-	-	
237		2018, 2023, 2028	Pool Covers	12,501.00	16,830.62	-	-		-	-	
238		2020	Painting (Int & Ext)	-	-	-	-		120,205.00	-	0.00%
239		2020, 2028	ADA Chair Lift	-	-	-	-		10,000.00	-	0.00%
240		2018	Starting/Diving Blocks	18,000.00	17,999.97	-	-		-	-	
241		2022	Diving Board	-	-	-	-		-	-	
242		2026	Domestic Boiler	-	-	-	-		-	-	
243		2030	Stall Partitions	-	-	-	-		-	-	
244		2023	Locker Room Floor Resurfacing	-	-	-	-		-	-	
245		2028	Pool Deck Floor Resurfacing	-	-	-	-		-	-	
246		2018	Slide Steps/Plaftorm	12,000.00	13,354.00	-	-		-	-	
247		2018	Lighting (Pool Deck)	6,200.00	7,954.10	-	-		-	-	
248		2018	Lane Dividers	-	3,336.80	-	-		-	-	
249		2018	Security Cameras	-	9,549.10	-	-		-	-	
250			Items not included in LifeCycle Replacement Plan								
251		2032	Pool Circ Pump/VFD	-	-	-	-		-	-	
252		2033	Roof	-	-	-	-		-	-	
253		2031	HVAC Controls	-	-	-	-		-	-	
254	Bank Charges		Bank Service Fees from CIP Fund	-	-	-	210.69		250.00	18.62	7.45%
255	Total Expenditures			48,701.00	69,024.59	55,000.00	112,705.05		205,455.00	66,492.56	
256											
257	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget Summary										
258	Opening Balance			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05	369,672.78	
259	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$88,802.78		\$222,500.00	\$140,787.80	
260	Total Expenditures			(48,701.00)	(69,024.59)	(55,000.00)	(112,705.05)		(205,455.00)	(66,492.56)	
261	Ending Balance (CIP)			384,604.00	393,575.05	417,029.51	369,672.78		378,125.05	443,968.02	



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2020 BUDGET - FY20 P&L

January 2020

	TOTAL	
	ACTUAL	BUDGET
Income		
311 General Property Tax		
311.10.00 Real and Personal Property Tax	623.31	91,619.25
Total 311 General Property Tax	623.31	91,619.25
313 Local Retail Tax		
313.11.00 Sales Tax Collected	595.64	672.50
Total 313 Local Retail Tax	595.64	672.50
337 Local Grants, Entitlements, and Other Payments		
337.00.10 Local Grants	140,000.00	11,666.67
Total 337 Local Grants, Entitlements, and Other Payments	140,000.00	11,666.67
341 Merchandise		
341.70.10 Taxed Merchandise (Taxable)	385.04	375.00
341.70.20 Untaxed Merchandise (Non-taxable)	224.50	250.00
Total 341 Merchandise	609.54	625.00
347 Cultural and Recreation		
347.30.10 Activity Fees - General Passes (Taxable)	2,383.44	2,500.00
347.30.20 Activity Fees - General Admissions (Taxable)	2,508.28	3,150.00
347.30.30 Activity Fees - Special Events (Taxable)	103.64	200.00
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	6,186.50	8,500.00
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	253.50	291.67
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	-135.00	200.00
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)	-35.00	77.00
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)	15.00	20.00
Total 347 Cultural and Recreation	11,280.36	14,938.67
361 Interest		
361.10.00 Interest and Other Earnings		
361.10.00.01 Interest General Fund	1,018.00	650.00
Total 361.10.00 Interest and Other Earnings	1,018.00	650.00
Total 361 Interest	1,018.00	650.00
362 Rents, Leases and Concessions		
362.40.10 Rentals - Short-Term, One-time (Taxable)	670.92	500.00
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	2,696.00	8,250.00
Total 362 Rents, Leases and Concessions	3,366.92	8,750.00
367 Contributions from Private Sources		
367.10.10 Cash Donations (Non-taxable)	29.10	20.83
367.10.30 Grant Revenue Swim Lessons		250.00
Total 367 Contributions from Private Sources	29.10	270.83
369 Miscellaneous Revenue		
369.80.00 Deposit Over/Short	-8.50	

	TOTAL	
	ACTUAL	BUDGET
369.91.00 Other Miscellaneous Revenue	166.56	
369.91.10 Scholarship Funds Applied		1,000.00
369.91.40 Discounts Applied		
369.91.40.01 Employee Discount on Food Purchases	-125.26	-100.00
Total 369.91.40 Discounts Applied	-125.26	-100.00
Total 369 Miscellaneous Revenue	32.80	900.00
Total Income	\$157,555.67	\$130,092.92
GROSS PROFIT	\$157,555.67	\$130,092.92
Expenses		
576.20.100 Board Expenditures		
576.20.100.10.00 BOC Stipend	384.00	800.00
576.20.100.30.10 BOC Office Supplies		8.33
576.20.100.30.20 BOC Equipment		41.67
576.20.100.30.30 BOC Meeting Food		20.83
576.20.100.40.10 Consultant Fees		25.00
576.20.100.40.20 Transcription Services		8.33
576.20.100.40.30 Meeting Site Rental	230.00	83.33
576.20.100.40.40 Public Records Requests		41.67
576.20.100.40.50 Travel (BOC non-development)		8.33
576.20.100.40.61 Travel/Transportation (BOC Development)		12.50
576.20.100.40.62 Tuition/Registration Fees (BOC Development)	101.92	54.17
576.20.100.40.70 BOC Notices/Ads		16.67
576.20.100.50.10 Election Costs		1,183.33
Total 576.20.100 Board Expenditures	715.92	2,304.16
576.20.200 Executive Expenditures		
576.20.200.10.10 Executive Director/District Administrator Wages	3,132.58	3,255.00
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	437.19	488.25
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.67
576.20.200.40.20 Travel (Exec. non-development)		16.67
Total 576.20.200 Executive Expenditures	3,569.77	3,814.09
576.20.300 Shared Expenditures		
576.20.300.10.10 Bookkeeper Wages	1,087.47	1,776.67
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	133.87	266.50
576.20.300.30.11 Office Supplies (Consumables)	74.40	83.33
576.20.300.30.12 Printing Supplies (Consumables)	84.70	83.33
576.20.300.30.13 Office Equipment (Non-Consumable)	100.09	250.00
576.20.300.30.14 Computer Equipment (Replacement)		250.00
576.20.300.40.10 IT/Computer Service	289.38	375.00
576.20.300.40.20 Legal Services		458.33
576.20.300.40.31 Telephone	50.00	50.00
576.20.300.40.32 Postage	11.60	25.83
576.20.300.40.33 Website & Email Hosting		291.67
576.20.300.40.34 Internet/VoIP Phones	322.62	333.33
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	16.49	141.67
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.67
576.20.300.40.37 Printing & Copying Services	362.45	416.67
576.20.300.40.40 Bank Charges		

	TOTAL	
	ACTUAL	BUDGET
576.20.300.40.40.01 Bank Charges General Fund	15.54	41.67
Total 576.20.300.40.40 Bank Charges	15.54	41.67
576.20.300.40.50 Payroll Service	1,069.74	666.67
576.20.300.40.60 Membership Dues	120.00	158.33
576.20.300.40.70 Miscellaneous Services		16.67
576.20.300.40.81 Security & Fire Alarms	425.04	250.00
576.20.300.40.82 Pest Control		58.33
576.20.300.40.83 Insurance	14,190.00	1,208.33
576.20.300.40.84 Fingerprinting (WSP)	366.25	166.67
576.20.300.40.92 CPA Services		375.00
576.20.300.40.93 Software Programs (financial)		516.67
576.20.300.50.40 Annual Permits		54.17
Total 576.20.300 Shared Expenditures	18,719.64	8,331.51
576.20.400 Swimming Pool Expenditures		
576.20.400.10.10 Lifeguard Wages	10,087.50	15,833.33
576.20.400.10.20 Instructor Wages	4,050.22	5,083.33
576.20.400.10.25 Water Exercise Instructor Wages	333.12	600.00
576.20.400.10.40 Director of Aquatics Operations Salary	5,641.66	6,000.00
576.20.400.10.50 Assistant Aquatics Manager Wages	10,480.92	10,000.00
576.20.400.10.60 Front Desk Wages	1,288.16	3,333.33
576.20.400.10.70 Overtime Wages	9.41	416.67
576.20.400.10.75 Summer Incentive Pay Wages		848.50
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,182.91	2,400.00
576.20.400.20.11 FICA	3,002.60	3,798.46
576.20.400.20.12 Unemployment	1,016.69	1,737.86
576.20.400.20.13 L&I	2,061.60	1,666.67
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment		291.67
576.20.400.30.13 Special Events Supplies & Equipment	175.63	200.00
576.20.400.30.14 Staff Uniforms Supplies & Equipment	139.05	333.33
576.20.400.30.15 Safety Supplies & Equipment	478.02	175.00
576.20.400.30.16 Lifeguard Class Supplies & Equipment		16.67
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment	50.47	47.50
576.20.400.30.21 Pool Chemicals Supplies & Equipment	1,575.51	1,250.00
576.20.400.30.22 Janitorial Supplies & Equipment	1,378.84	916.67
576.20.400.30.23 Tools and Equipment	801.02	416.67
576.20.400.30.24 Landscaping Supplies & Equipment		83.33
576.20.400.30.25 Repairs/Maintenance Supplies & Equipment		83.33
576.20.400.30.30 Resale Inventory	825.05	458.33
576.20.400.30.40 Miscellaneous Supplies & Equipment		125.00
576.20.400.40.10 Transaction Services/Merchant Fees	457.42	1,005.89
576.20.400.40.20 Translation Services		41.67
576.20.400.40.31 Graphic Design (A&P, Material Development)		183.33
576.20.400.40.32 Printing & Copying (A&P)		500.00
576.20.400.40.33 Advertising/Posting Fees (A&P)	149.60	208.33
576.20.400.40.34 Promotional Giveaways		41.67
576.20.400.40.35 Outreach Marketing Services		333.33
576.20.400.40.41 Travel/Transportation (Staff development)		83.33
576.20.400.40.42 Tuition/Registration Fees (Staff development)	66.92	333.33

	TOTAL	
	ACTUAL	BUDGET
576.20.400.40.51 Equipment Rentals	1,193.07	
576.20.400.40.61 Electrical (Utilities)	771.58	1,583.33
576.20.400.40.62 Gas (Utilities)	2,637.01	4,000.00
576.20.400.40.63 Water (Utilities)	1,881.67	625.00
576.20.400.40.64 Sewer (Utilities)	61.40	125.00
576.20.400.40.65 Garbage Collection (Utilities)		83.33
576.20.400.40.72 Facility Repairs/Maintenance Services	1,936.82	4,583.33
576.20.400.40.73 Equipment Repairs/Maintenance Services	730.17	2,083.33
576.20.400.40.80 Travel (Staff non-development)		16.67
576.20.400.40.91 Scholarship Funds Expensed		1,000.00
576.20.400.40.92 Red Cross		77.00
Total 576.20.400 Swimming Pool Expenditures	55,464.04	73,048.52
586.00.300 Sales Tax		
586.00.300.00.00 Sales Tax Paid	509.78	672.50
Total 586.00.300 Sales Tax	509.78	672.50
591.76.300 Debt Service Principle		
591.76.300.70.10 City Bridge Loan Principal	9,453.48	9,540.63
591.76.300.70.20 Loans and Bonds Principal		8,455.11
Total 591.76.300 Debt Service Principle	9,453.48	17,995.74
592.76.300 Debt Service Interest		
592.76.300.80.10 City Bridge Loan Interest	668.00	580.86
592.76.300.80.20 Loans and Bonds Interest		972.39
Total 592.76.300 Debt Service Interest	668.00	1,553.25
597.00.300 Transfers Out		
597.00.300.00.10 Transfers Out to Capital Improvement Fund	140,000.00	18,333.33
Total 597.00.300 Transfers Out	140,000.00	18,333.33
Unapplied Cash Bill Payment Expense	0.00	
Total Expenses	\$229,100.63	\$126,053.10
NET OPERATING INCOME	\$ -71,544.96	\$4,039.82
Other Income		
361.10.00.02 Interest CIP Fund	787.80	208.33
CIP Transfer in from General Fund	140,000.00	18,333.33
Total Other Income	\$140,787.80	\$18,541.66
Other Expenses		
576.20.300.40.40.02 Bank Charges CIP Fund	18.62	20.83
595.76.300 Park Facility Improvements (CIP)		
595.76.300.40.00 CIP Services	66,473.94	17,100.42
Total 595.76.300 Park Facility Improvements (CIP)	66,473.94	17,100.42
Transfer Activity		
City Bridge Loan Principle	-9,453.48	
Total Transfer Activity	-9,453.48	
Total Other Expenses	\$57,039.08	\$17,121.25
NET OTHER INCOME	\$83,748.72	\$1,420.41
NET INCOME	\$12,203.76	\$5,460.23

**Washington State Department of Revenue
Combined Excise Tax Return**

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: January 31, 2020 **Filing Frequency:** Monthly
Due Date: February 25, 2020

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	5,380.40	5,380.40	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	9,938.32	9,938.32	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	5,380.40	Add Deduction	5,380.40	0.065000	349.73
Use Tax	0.00		0.00	0.065000	0.00
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
Total State Sales and Use					349.73

[Find Location by Address](#)

Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	5,380.40	0.035000	188.31
		5,380.40		188.31

[Find Location by Address](#)

Local City and/or County Use Tax/Deferred Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	1729 - TUKWILA	0.00	0.035000	0.00
		0.00		0.00

Deductions

Line Code	Deduction	Amount Filed
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Business & Occupation

Retailing	Other	5,380.40
Service and Other Activities; Gambling Contests of Chance	Other	9,938.32

2 Rows

Return Totals

Total Tax	538.04
Less Credits	0.00
Total Amount	538.04

Submitter Information

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Feb-19-2020
Confirmation #	0-012-892-895

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	538.04
Effective Date	Feb-20-2020



Tukwila Pool Metropolitan Park District
TRANSACTION DETAIL PURCHASING CARD ACCOUNTS
 January 2020

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.14 US Bank Kristine PC - 2183			
01/03/2020	Costco Wholesale	Resale Inventory: Corn Nuts, Almonds, Jack Link Beef Sticks, Clif Bars, Austin Cookies and Crackers, Fruit Snacks, Planter Peanuts, Gatorade, Vitamin Water, Snapple, Water, Propel Zero Water	407.05
01/06/2020	Adobe	Monthly Subscription Acrobat Pro	16.49
01/09/2020	Swim Outlet	Resale Inventory: Silicone Swim Caps (Royal Blue), Sporti Antifog Plus Goggles	418.00
01/10/2020	Intermedia.net	Billing Period: 12.10.19 - 01.10.20 Hosted PBX Phone Service	184.07
01/12/2020	Amazon.com	Small Folding Desk for Accounting Office	86.90
01/13/2020	MRSC	Service Date: 02.25.20 Building a Foundation for Fiscal Oversight for BOC, Kristine Selleck, Amy O'Neill, Brad Harpin	35.00
01/13/2020	Fred Meyer	Gasket Box	13.19
01/16/2020	Costco Wholesale	3rd Saturday Event Date: 01.18.20 (Rock "N Beach Party) Food	59.99
01/18/2020	Costco Wholesale	3rd Saturday Event Date: 01.18.20 (Rock "N Beach Party) Food	25.78
01/22/2020	Costco Wholesale	Costco Wholesale Membership Fee (annual)	120.00
01/28/2020	USPS	1096 to IRS	7.75
Total for 213.14 US Bank Kristine PC - 2183			\$1,374.22
213.15 US Bank Brad PC - 1958			
01/01/2020	Amazon.com	Replacement Reagent Refill Kits	20.85
01/01/2020	Indeed, Inc.	December 2019 Resume Contacts on Indeed.com (Ads/Postings) (Recorded as 01/01/2020 date for EOY purposes)	149.60
01/01/2020	Amazon.com	Rite in the Rain Weatherproof Side-Spiral Notebook	18.90
01/06/2020	Amazon.com	Amazon Prime Membership Fee (annual)	130.90
01/09/2020	Amazon.com	3rd Saturday Event Date: 01.18.20 (Rock'N Beach Party) Beach Balls, Table Covers (\$28.22);Basketballs and All Weather Basketball Nets(\$50.47); Wall Mount Hairdryers (\$153.30)	231.99
01/09/2020	Home Depot	Shower Rod, Screws, Paint, Raid, Ice Melt, Shelving	253.88
01/10/2020	Amazon.com	Permanent Markers, Sticky Notes, Mailing Envelopes (\$41.21), Goldenrod Printer Paper, Fore Multipurpose Paper, Relay Multipurpose Copy Paper (\$84.70)	125.91
01/13/2020	BSN Sports	3rd Saturday Event Date: 01.18.20 (Rock' N Beach Party) Black and Yellow Volleyball Net	61.64
01/24/2020	Amazon.com	Refund Date: 01.24.2020 - Amazon Prime Membership refunded due to data error	-130.90
01/27/2020	Lowe's	Caulk gun, Pliers, Light bulbs, Wrench, Shower and Bath Faucet, Paint, Washers	253.08
01/28/2020	Sunbelt Rentals	Electric Manlift	879.57
01/28/2020	Amazon.com	Label Maker Label Refill Tape (14.29), Refill Kit (62.55)	76.84
01/28/2020	EB Seattle Southside	Service Date: 12.12.20 Seattle Southside RTA Tourism Symposium for Brad Harpin and Austin Stowers (\$66.92) / Jeri Frangello-Anderson and Ellen Gengler (\$66.92)	133.84
01/30/2020	The Lifeguard Store, Inc.	Fanny Pack, Lanyards, Whistles (139.05), Pocket Masks, One Way Valve with Filters, 50" Orca Rescue Tube, 40" Standard Rescue Tubes (244.19)	383.24
01/30/2020	USA Minute Key, Inc.	9 Keys	26.40
01/30/2020	USA Minute Key, Inc.	9 Keys	26.40
01/31/2020	American CPR Training	Philips FRX/ONSITE/ Home AED Battery Replacement, Heartstart Smart Pads II	233.83
01/31/2020	USPS	Stamps for W-2s	3.85
01/31/2020	Lowe's	2 sets of Steel Chains with hooks	87.96
01/31/2020	Seattle Towing Company	Towing Electric Lift	313.50
Total for 213.15 US Bank Brad PC - 1958			\$3,281.28
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$4,655.50



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

e) Tukwila Pool Advisory Committee (TPAC).

A verbal report of TPAC activities may be given by a TPAC member or the Commissioner that attended their last meeting. Additional written material/report may also be presented.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

f) Programming & Outreach Committee

A verbal report of the Programming & Outreach Committee activities may be given and may include Marketing activity. Additional written material may also be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Tukwila Pool MPD Finance Committee

DATE: March 9, 2020

SUBJECT: **Policy 460 – Employee/Volunteer Recognition**

ISSUE

The Tukwila Pool MPD needs a policy regarding employee and volunteer recognition.

DISCUSSION

The policy's first draft was reviewed by the Finance Committee, our WCIA representative, The Tukwila Pool Advisory Committee, and our Attorney, Brian Snure. All recommended edits have been implemented.

RECOMMENDATIONS

It is recommended that the BoC approve the Employee/Volunteer Recognition Policy 460.

ATTACHMENTS

TPMPD Proposed Employee/Volunteer Recognition Policy 460

460 – Employee/Volunteer Recognition

1.0 PURPOSE

The Tukwila Pool Metropolitan Park District (District) Board of Commissioners believes that it is reasonable to expend District funds to provide recognition for services rendered to the District by employees, volunteers, and commissioners.

2.0 POLICY

It is the policy of the District to budget for and expend District funds to sponsor recognition. The funds authorized may be used to provide food, non-alcoholic beverages, plaques, trophies, citations, or other items, as deemed appropriate by the Board of Commissioners, the Director of Aquatics Operations, or the District Administrator. The funds authorized may not be used to cover spouse or guest expenses, shall not exceed the reasonable sum established in the annual budget, and no cash awards shall be distributed to any employee, volunteer, or commissioner.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Kristine Selleck, District Administrator

DATE: March 9, 2020

SUBJECT: **Finance Committee Appointments for the April 2020 - March 2021 Term**

ISSUE

The TPMPD must appoint two officers to serve on the Finance Committee for the April 2020 - March 2021 Term.

BACKGROUND

The Finance Committee has two Board Member positions:

- 2 Year Position (currently held by Jeri-Frangello Anderson) ends on March 31, 2020.
- 1 Year Position (currently held by Vanessa Zaputil) ends on March 31, 2020.

DISCUSSION

In accordance with TPMPD Policy, the Board shall vote and appoint two Finance Committee Officers.

RECOMMENDATION

It is recommended that the Board move to appoint two officers to serve on the Finance Committee for the April 2020 – March 2021 Term.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Kristine Selleck, District Administrator

DATE: March 9, 2020

SUBJECT: **Programming & Outreach Committee Appointments for the April 2020 - March 2021 Term**

ISSUE

The TPMPD must appoint two officers to serve on the Programming & Outreach Committee for the April 2020 - March 2021 Term.

BACKGROUND

The Programming & Outreach Committee has two Board Member positions:

- 1 Year Position (currently held by Aaron Shipman) ends on March 31, 2020.
- 1 Year Position (currently held by Ellen Gengler) ends on March 31, 2020.

DISCUSSION

In accordance with TPMPD Policy, the Board shall vote and appoint two Programming & Outreach Committee Officers.

RECOMMENDATION

It is recommended that the Board move to appoint two officers to serve on the Programming & Outreach Committee for the April 2020 – March 2021 Term.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

07. BUSINESS ITEMS:

d) COVID-19 Discussion

The Board will have a discussion regarding the Coronavirus issue affecting our community. Attachments include communication from the City of Tukwila and the Seattle & King County Public Health Department. Additional written material/report may also be presented.

Allan Ekberg

From: Allan Ekberg
Sent: Wednesday, March 4, 2020 4:09 PM
To: All City Users
Subject: Coronavirus Update for Staff

All staff,

The City of Tukwila is committed to proactively responding to the coronavirus and doing what we can to slow the spread of the virus. Today, King County Public Health released additional recommendations to achieve this goal. As such, we are implementing the following precautionary measures through the month of March:

- **Meetings – staff are discouraged from attending in-person large-group meetings.** The City has invested in technology that allows staff to participate in meetings electronically and you are encouraged to do so. We are working with Parks and Recreation leadership to determine next steps for public events at TCC. Next week’s Resilient Leadership Training will be cancelled to align with this new operational change.
- **Telecommuting – staff that can telecommute are encouraged to do so.** Supervisors are encouraged and empowered to develop a telecommuting work program with staff in order to enhance social distancing. We recognize that not all staff can telecommute. Leadership is committed to ensuring that all employees are safe and have enacted heightened cleaning efforts in City buildings. We also strongly encourage everyone to remain six feet away from individuals who appear to be sick. Staff interested in telecommuting should fill out the telecommuting form immediately to begin the process.
- **Entrance Signs – signs are being installed on all public-facing areas.** People with a cough or shortness of breath are encouraged to don a mask. Individuals who have these symptoms and a fever will be asked to limit their social interactions and contact their healthcare provider immediately. If you are in a public-facing role please be observant of other people’s health and, should someone show signs of a respiratory illness, please take steps to protect yourself such as asking them to wear a mask and maintaining six feet of distance.
- **Medically Compromised Staff – any staff member that provides a public-facing function, such as a front desk clerk, that has an existing respiratory condition or is the primary caretaker of someone who is immunocompromised should work with their direct supervisor to temporarily transfer their duties to a nonpublic-facing role.** Staff in such a role are encouraged to reach out to Juan Padilla, HR Director, for assistance.

We all have a role to play to help contain the virus, so please remember to adhere to the following:

- Wash your hands often and well – hot water, soap and a duration of at least 20 seconds are the three critical steps
- Use alcohol-based hand sanitizer when hand washing is not available
- Cover coughs and sneezes with your sleeve or tissue
- Clean frequently touched surfaces and objects
- Avoid touching your face unless you have just washed your hands
- Stay home if you are sick and encourage your colleagues to stay home if they aren’t well

As a reminder, here are the steps that City leadership is taking as well:

- Staff is actively engaged with the regional and state efforts to combat the virus

- Additional PPE protocols enacted for first responders
- Enhanced cleaning and sanitizing efforts in City facilities
- Providing information to the community pointing them to King County Public Health for more information
- Ongoing communications with staff on the issue

King County Public Health remains the best place for up to date information on the coronavirus and we encourage you to rely on this trusted resource. We are fortunate to live in an area that has one of the most highly respected public health departments in the country and we appreciate their hard work.

We also want to thank each and every one of our staff and appreciate everyone's effort to slow the spread of the virus.

Best,
~Allan

Allan Ekberg
Tukwila Mayor

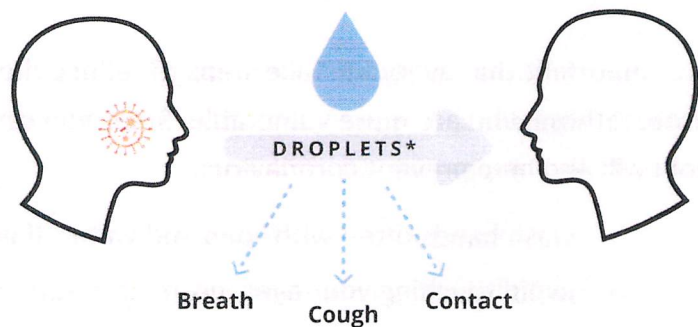
What is novel coronavirus?

Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person in China and other countries, including the United States. In some instances, cases outside of China have been associated with travelers from China. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia in some people.

How does novel coronavirus spread?

Health experts are still learning the details. Currently, it is thought to spread:

- via respiratory droplets produced when an infected person coughs or sneezes.
- between people who are in close contact with one another (within about 6 feet).



** Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.*

How severe is novel coronavirus?

Most coronavirus illnesses are mild with fever and cough. The vast majority of people with novel coronavirus infection do not require hospital care. A much smaller percentage of people get severely ill with respiratory problems like pneumonia. Elderly people and people with underlying medical conditions are at highest risk.

What are the symptoms?

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus:



When do I seek medical evaluation and advice?

If you have symptoms like cough, fever, or other respiratory problems, contact your regular doctor first. **Do not go to the emergency room.** Emergency rooms need to be able to serve those with the most critical needs.

If you have difficulty breathing, it doesn't mean you have novel coronavirus, but you should call 911.

If you're over 60 and you have underlying conditions like diabetes, heart disease, and lung disease, come up with a plan with your doctor to identify your health risks for coronavirus and how to manage symptoms. Contact your doctor right away if you do have symptoms.

How can I protect myself from novel coronavirus?

It is important that everyone take steps to reduce the spread of novel coronavirus, especially to protect those who are more vulnerable. Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- wash hands often with soap and water. If not available, use hand sanitizer.
- avoid touching your eyes, nose, or mouth with unwashed hands.
- avoid contact with people who are sick.
- stay home while you are sick and avoid close contact with others.
- cover your mouth/nose with a tissue or sleeve when coughing or sneezing.



If you are traveling overseas, follow the CDC's guidance: wwwnc.cdc.gov/travel.

Currently, there are no vaccines available to prevent novel coronavirus infections.

How is novel coronavirus treated?

There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

For more information: www.kingcounty.gov/covid

Updated 2/27/2020



WHAT ARE NPI'S?

The non-pharmaceutical interventions (NPI) below have been chosen by the Washington State Department of Health as the most effective strategies to minimize the spread of the new coronavirus (COVID-19).

The 13 strategies below are ranked from the most flexible to the most restrictive. Restrictive strategies are not in place now, public health officers have the authority to implement these. Strategies 8 through 13 are not in effect as of March 2, 2020. Stay informed from the Washington State Department of Health (www.doh.wa.gov/Emergencies/Coronavirus) and Public Health – Seattle & King County (www.kingcounty.gov/covid).

For each of the 13 strategies, the state Department of Health has developed the public health rationale, benefits and risks, and guidance for decision-making and implementation.

INTERVENTIONS OUTLINED IN NPI IMPLEMENTATION GUIDE.

Strategies in place (as of March 2, 2020):

1. Increase handwashing and use of alcohol-based sanitizer
2. Respiratory hygiene and cough etiquette
3. Keep distance from others (>6 feet)
4. Frequently clean and disinfect surfaces
5. Remain home during a respiratory illness
6. Voluntary isolation of sick persons
7. Voluntary quarantine of contacts of sick persons

Strategies that may be implemented as needed depending on the spread of COVID-19

8. Involuntary isolation of sick persons
9. Involuntary quarantine of contacts of sick persons
10. Recommend or order cancellation of major public and large private gatherings
11. Recommend or order closure of schools, childcare facilities, workplaces, and public buildings
12. Prevent non-emergency travel outside of the home
13. Isolate specific geographic areas, also called “establishing a cordon sanitaire”

PLANNING FOR A CORONAVIRUS PANDEMIC

A guide for businesses and organizations

If the novel coronavirus (COVID-19) continues to spread around the world, it could become a pandemic. Though global by definition, pandemics have local impacts. Pandemics can cause absenteeism, alter patterns of business and travel, interrupt supply chains, and affect the daily operations of your business. A pandemic isn't an isolated incident, but an event that unfolds over time, sometimes spanning many months. You can minimize the impact to your organization by creating a plan that clearly outlines roles, responsibilities, and policies.

INITIATE

IDENTIFY PLAN OBJECTIVES

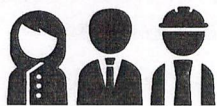


A well-designed plan can protect your employees and keep your business functioning during a disease outbreak.

Objectives might include:

- Reduce the spread of disease among staff.
- Protect people at higher risk for complications.
- Maintain business operations.
- Minimize impact on your customers and business partners.

OUTLINE KEY BUSINESS FUNCTIONS



Determine what people and resources are required for your business to operate.

- What jobs are needed to carry on day-to-day activities?
- Who are your key partners, suppliers, and contractors?
- What raw materials does your business need to function?

Consider how your business will adjust if resources are constrained.

- How can you back fill positions if employees are absent?
- How can you accomplish critical tasks if key partners are unavailable?
- How can you adapt if your supply chain is interrupted?

ASSESS WORKPLACE EXPOSURE RISK



Identify health risks your employees may face.

In the course of their duties, are employees likely to:

- Have face-to-face contact with large numbers of people?
- Spend time in work sites, like health care settings, where they may come into contact with ill people?
- Handle materials that could be contaminated, like laboratory samples or healthcare waste?

Workers with increased risk include those involved in healthcare, deathcare, airline operations, waste management, and travel to areas where the virus is spreading. Visit the OSHA website for guidance on controlling exposures among workers at risk: [osha.gov/SLTC/covid-19/](https://www.osha.gov/SLTC/covid-19/)

REVIEW WORKPLACE POLICIES

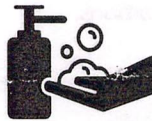


Ensure your policies are responsive and adaptable.

- Verify that your human resources policies align with state and federal workplace laws. Visit the Department of Labor's website (www.dol.gov/) and the Equal Employment Opportunity Commission's website (www.eeoc.gov/) for more information
- Implement flexible workplace and leave policies. Providing protected sick leave can limit the spread of disease in your workplace.
- During an outbreak or pandemic, adjust workplace policies to reflect public health recommendations.

IMPLEMENT

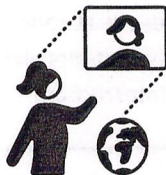
APPLY INFECTION CONTROL MEASURES



Before, during, and after an outbreak, create a culture of wellness.

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations.
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill.
- Instruct employees to clean hands often with an alcohol-based hand sanitizer or by washing for at least 20 seconds.
- Supply tissues and no-touch waste bins.
- Ask employees to stay home when sick. Ensure that sick leave policies are in place.
- Routinely clean commonly touched surfaces.

PREPARE FOR SOCIAL DISTANCING

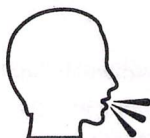


Social distancing is an intervention to increase the physical distance between people and reduce the spread of disease.

If recommended by Public Health, consider what policies and procedures your business can implement to accomplish work remotely.

- Allow telecommuting where possible.
- Permit flexible work hours (e.g. staggered shifts).
- Ensure that you have the technology and infrastructure needed to support multiple employees working from home.
- Trial telecommuting and flexible hours during normal (non-pandemic) periods. Identify and remedy problems that arise.

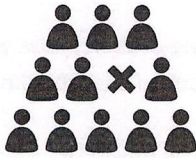
PLAN TO SEPARATE SICK EMPLOYEES



Employees who report having a fever or an acute respiratory illness upon arrival to work or who become sick during the work day should be separated from others and immediately sent home. Ensure that:

- All managers and employees are aware of your policies and the expectation that sick employees stay home.
- If possible, designate a separate area at your work site where sick employees can temporarily isolate. Use this space for employees who become ill during the work day and are awaiting transportation to their home or to medical care.

ANTICIPATE ABSENTEEISM



Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your business practices to maintain critical operations.

- Cross-train employees to carry out essential functions so the workplace can operate when essential staff are out.
- Identify alternative suppliers to meet supply chain needs.
- Consider prioritizing customers with the greatest needs.
- Prepare to temporarily suspend operations if necessary.

PLAN FOR RESTRICTED TRAVEL



If there's evidence of an outbreak in the U.S. or to another business destination, you may need to cancel non-essential travel.

Consider:

- How can you accomplish work-related meetings or events remotely?
- How can you support employees who are abroad when travel restrictions are put into place, particularly those who become sick? Ensure you have clear policies for obtaining medical care during travel.

Prepare to consult travel guidance on the CDC website:
<https://wwwnc.cdc.gov/travel>

ENCOURAGE PERSONAL PREPAREDNESS



Your business is only as healthy as your employees. Encourage employees to take standard steps to prepare for staying at home if needed:

- Store a two-week supply of water and food.
- Make sure to have enough prescription drugs at home.
- Keep non-prescription drugs and other health supplies on hand. This includes pain relievers, stomach remedies, cough and cold aides, fluids with electrolytes, and vitamins.
- Get copies of electronic health records from the doctor, hospital, or pharmacy.
- Talk with family members and loved ones about how they would like to be cared for if they got sick, and what's needed to care for them at home.

INVOLVE

ESTABLISH A COMMUNICATION PROTOCOL



Determine how you will relay information about the outbreak to employees and business partners.

- How will you keep your workforce and partners informed about the outbreak, latest public health recommendations, and your response?
- How can you support employees and partners experiencing anxiety and fear?
- How can you prevent rumors and misinformation from circulating, and respond effectively if they do?

DEVELOP A PROCESS FOR ACTIVATING YOUR PLAN



Decide when and how to activate and terminate your pandemic plan.

Consider:

- Which decision makers in your business should be involved?
- What event(s) should trigger action?
- What procedures should be used to activate or deactivate your plan?
- How can you efficiently and effectively transfer business knowledge to key employees?
- When you deactivate your plan, how can you most effectively reintegrate employees who have been absent?

Prepare to work with local health officials when answering these questions.

GET INPUT FROM YOUR WORKFORCE



Your plan is more likely to be successful if you get buy-in from employees and partners.

- Invite your employees to help develop and review the plan. If it's not possible to talk with every team member, try sampling a variety of departments in your organization.
 - Test out your plan to help detect gaps or problems that need attention.
 - Share your completed plan with employees. Explain what benefits are available to them, including paid time off, flexible scheduling, and health care coverage.
 - Share your plan with other businesses in your community.
-

STAY INFORMED



Every disease outbreak is different, and the intensity of an outbreak can vary from one location to another. Stay alert to recommendations from federal, state, and local public health experts, and adapt your plan accordingly.

- Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/>
 - Washington State Department of Health (DOH):
<https://www.doh.wa.gov/emergencies/coronavirus>
 - Public Health - Seattle & King County (PHSKC):
kingcounty.gov/covid
-