

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

President of the Board: **Vanessa Zaputil**

Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: Ellen Gengler, Christine Neuffer, Charles Tyson

Date and Time: **Monday, November 14, 2016, 6:00 PM**

Resolution Number: 2016-08

Location: Valley View Sewer District Conference Room at 3460 S 148th St. Tukwila, WA 98168

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(Limited to 4 minutes)</i>		
4. PUBLIC HEARING ON THE 2017 TAX LEVY		Page 3
5. PUBLIC HEARING ON THE 2017 PROPOSED BUDGET		Page 5
6. CONSENT AGENDA	a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting October 10, 2016 and Special Meeting held January 28, 2016.	Page 7
	b) Approve Vouchers	Page 37
7. REPORTS	a) Commissioners	Page 45
	b) Executive Director	Page 49
	c) Aquatics Manager	Page 55
	d) Financial	Page 73
	e) Tukwila Pool Advisory Committee (TPAC)	
8. BUSINESS ITEMS	a) Ad Hoc Hiring Committee	Page 75
	b) Employee & Volunteer Background Check Policy	Page 81
	c) Resolutions on 2017 Tax Levy	Page 89
	d) Draft Interlocal Agreement with TSD	Page 99
	e) 2017 Budget Review/Resolution	Page 115
MISCELLANEOUS		
9. EXECUTIVE SESSION		
The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110		
10. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on 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 life-long 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

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Public Hearing on the 2017 Tax Levy**

ISSUE

The Board of Commissioners of the Tukwila Pool Metropolitan Park District shall hear from the public on the proposed 2017 Tax Levy.

FINANCIAL IMPACT

None

BACKGROUND

The public shall be heard on the Proposed 2017 Tax Levy found in this packet under Business Item 8c.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Public Hearing on 2017 Proposed Budget**

ISSUE

The Board of Commissioners of the Tukwila Pool Metropolitan Park District shall hear from the public on the proposed 2017 TPMPD Budget.

FINANCIAL IMPACT

None

BACKGROUND

The board wished to hear from the public on the Proposed 2017 TPMPD Budget found in this packet under Business Item 8c.

TUKWILA POOL METROPOLITAN PARK DISTRICT

DRAFT

January 28, 2016 – 5:00 p.m.
Valley View Library Meeting Room

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

Board Clerk Frangello-Anderson called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:00 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager and Kim McCoy, Administrative Director

Pledge of Allegiance was recited.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER, GENGLER TO EXCUSE BOARD PRESIDENT PUKI. MOTION CARRIED 4-0.

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE AGENDA. MOTION CARRIED 4-0.

CITIZEN COMMENTS (Limited to 4 minutes)

No citizen comments were made.

CONSENT AGENDA

- a. Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS AS PRESENTED. MOTION CARRIED 4-0.

REPORTS

a. Commissioners

The commissioners had no reports.

b. Aquatics Manager

Mr. Perkins reported that swim lesson sign ups started yesterday. The decorations are up and ready for the Float on Float Event. A new refrigerator was purchased and installed.

c. Administrative Director

Mr. McCoy reported that this is his final report and he was given a transition plan for his position. Two items remain on the list have, but will be finished before he leaves his office.

Commissioner Zaputil noted for the record that the attorney does not legally have to sign resolutions. Resolution #2015-15 is simply a correction of a resolution already on the books but was not accepted by King County due to cross outs and other changes. A copy of the corrected resolution will be sent to King County.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO APPROVE RESOLUTION #2015-15 APPOINTING AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD COMMISSIONERS APPROVAL. MOTION CARRIED 4-0.

BUSINESS ITEMS

a) Update on Finances (Discussion)

1. Bookkeeper Update

Ms. Jackson was unable to attend tonight's meeting. Commissioner Zaputil gave totals from Ms. Jackson's report as of December 31, 2015:

King County US Bank - 2969	\$208,147.77
US Bank deposit account - 8744	\$ 50,416.87
Payroll account - 5669	\$ 26,313.60
Total	\$284,878.24

Also, CIP fund is \$140,000.00 which is housed in the US Bank deposit account 8744, but not reflected in the above numbers. The King County US bank account is where the levy funds are deposited. The CIP fund needs to be updated to show the end of year contribution is included.

The board had a discussion about which financial reports are important to bring to the meeting to keep the board up-to-date. The consensus is to have the following financial reports at each meeting:

Balance Sheet
Profit and Loss Statement
Excise Tax Report
Budget vs. Actual
Property Tax Report

The board would like to have these reports distributed to the commissioners by the 17th of each month even if they are not available for the packets for the meetings. Commissioner Frangello-Anderson will communicate with the bookkeeper regarding these requests and also comparison reports for year over year by months to view the trends in income and expense.

Commissioner Gengler would like to see a report about how the scholarships are tracked and allocated.

Commissioner Neuffer said that it would good to report to the public the results of the fund raising campaign that was done for the scholarship fund. This could be done on the website and in the Tukwila Reporter article.

Commissioner Zaputil stated that contributions and donations for the month of December totaled \$298.04. She had questions about the vouchers and how certain things get paid i.e., credit card payments and City of Tukwila payments and will email a list to Commissioner Frangello-Anderson.

Mr. Perkins said that he reconciles the credit card statements each month and then codes them the same way he codes the vouchers.

Commissioner Zaputil would like to see the bookkeeper reconcile the credit card statements as well as Mr. Perkins. The payment for the credit cards is done though auto deduction.

Commissioner Zaputil noted that Board President Puki has all the bills available for commissioners to see on Mondays before they are sent to the bookkeeper on Tuesdays.

Mr. Perkins will be keeping a copy of the vouchers in his office for the commissioners to look at. They will be available Friday evening until Monday morning when they go to Board President Puki.

Commissioner Zaputil stated that Ms. Jackson paid the excise tax via echeck.

Commissioner Gengler asked if Mr. Perkins has access to QuickBooks.

Mr. Perkins stated that he will be getting that set up soon.

Commissioner Zaputil said that the TPMPD pays the City of Tukwila a monthly loan payment and a semi-annual bond payment. Those are supposed to be paid via warrant so they should show up on the financial records. She asked Commissioner Frangello-Anderson to check with Ms. Jackson on those payments.

Mr. Perkins stated that the process is he receives the bills for payment; stamps them and then submits them to the bookkeeper. After they are processed, she returns his copies to him which he keeps in a file in his office.

Commissioner Gengler inquired as to who creates the ledger for the payments.

Commissioner Zaputil stated that ledger comes from King County.

Commissioner Gengler would like to a way to cross-reference in batches so the invoices that the board pays can be quickly accessed when necessary. She feels there should be more people looking at the financial books to ensure everyone is on the same page.

Commissioner Zaputil suggested that an action item for Ms. Jackson would be to see if a transaction report from QuickBooks can be made available to all commissioners. Commissioner Zaputil also reported that there was a password access issue which has now been resolved to allow Ms. Jackson the ability to pay the bills and issue payroll checks.

Jacque Carroll asked if there is a diagram that outlines where money comes from and where it is spent.

Commissioner Zaputil said that she found a flow chart of how warrants work and emailed that information to all commissioners. Currently, Mr. Dance is the only one who has funds transfer authority. Mr. Dance recommends that three commissioners, which would include the board president, clerk of the board and one other commissioner (the budget specialist), to have this authority.

Commissioner Frangello-Anderson is concerned about the ease of getting access set up with King County knowing what the board has already had to do to get it at the point it is now.

Commissioner Gengler asked about giving an executive director access when one is hired.

Commissioner Zaputil said that caution should be used in that decision, but would expect that the executive director should have access.

Commissioner Neuffer thinks it maybe easier to add two people now and add more at a later date.

Commissioner Zaputil agrees with Commissioner Neuffer, however, one of the challenges with that is if only one person has access at their home computer that would leave only one person being able to perform the necessary administration work.

Commissioner Gengler wondered what the downfall is if all commissioners have access to transfer funds.

Commissioner Zaputil said that because there is a forty-eight hour delay in the transfer actually becoming visible online, than another person(s) could make duplicate transfers not realizing the transfer had already been made. So communication would be of paramount importance if all commissioners had access.

Commissioner Gengler asked that whoever has access can only transfer money, they cannot see the account, is that correct?

Commissioner Zaputil said that transferring between King County and US Bank accounts the request to transfer can be seen; however, the transfer does not actually post in the account for forty-eight hours.

Commissioner Neuffer is concerned as well with all commissioners having access to the bank accounts and feels transfer authority should be limited.

Commissioner Gengler feels there needs to be a system with checks and balances that will keep everyone in check and not have multiple and duplicate transfers happening.

Mr. Perkins also stated that money can only be transferred between the pool's accounts. Therefore, checks and balances are already in place on the backend of the accounts.

Commissioner Zaputil said that adding other accounts to the existing list of accounts is a very difficult thing to do. So that makes trying to misdirect funds through the bank accounts next to impossible.

Commissioner Neuffer is reassured to know that the transfers are between the established pool accounts.

Commissioner Zaputil stated that there needs to be a process where when a commissioner makes a transfer of funds, all commissioners and staff is notified that a transfer has occurred.

Commissioner Neuffer said that process would need to be put in writing so that if an audit occurs, all checks and balances would reflect that correct procedures were followed.

Commissioner Zaputil agreed with Commission Neuffer that a process for handling transfers needs to be created.

Commissioner Neuffer stated she would feel comfortable with having access to making transfers if there was an established process to follow.

Commissioner Zaputil asked Commissioner Neuffer if she would be willing to document that process.

Commissioner Neuffer responded that she would be willing to work on the steps for the process and document them for review.

Commissioner Gengler asked what the mechanics are to instituting a transfer.

Commissioner Zaputil said a person has to have a password and access to King County's portal.

Commissioner Gengler summarized that a person has to have a secure internet and a password and then money can be transferred between pool accounts.

Commissioner Zaputil would feel more secure if everyone to have a unique password and login so that it can be tracked. WCIA may be able offer assistance with this issue.

Commissioner Zaputil would like this process in writing and be ready for the next meeting.

The consensus of the board is to have three people on the list for authorizing transfers between pool accounts and present the process at the next meeting. Then those that are willing to have access can request that they be added to the password list.

Commissioner Zaputil said that Mr. Dance suggested that the King County account be monitored daily. At this point, Mr. Dance is the only person that can do an audit of King County until more commissioners have access.

Commissioner Gengler asked how long it would take to add three people to the King County account.

Commissioner Zaputil replied it would take forty-eight hours from the time the request goes to King County.

Commissioner Gengler feels that giving access to all the commissioners should be done now instead of paying Mr. Dance to monitor the King County account.

Commissioner Neuffer's understanding is that if a commissioner has access to view the King County account, they can also transfer funds. However, a commissioner would have to be appointed to monitor the account every day.

Commissioner Zaputil said from her understanding, Mr. Dance receives a daily email concerning the pool accounts. She is in agreement with Commissioner Neuffer and feels that the president or the clerk should be looking at the account on a daily basis.

Commissioner Gengler agreed that president or the clerk should be tasked with that responsibility. However, if for some reason the person appointed with that duty is unable to fulfill that task, then another commissioner could be appointed to fill in since all commissioners would have access.

Commissioner Zaputil agreed with Commissioner Gengler, however, if a commissioner is asked to fill in for the president or the clerk, it must be in writing.

Commissioner Gengler feels that as commissioners it is a duty of the position to check the accounts anyway. If a commissioner sees an issue, they are responsible for alerting the board members that are tasked with reviewing the account daily.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL THAT ALL COMMISSIONERS BE GRANTED ACCESS AND THE ABILITY TO TRANSFER FUNDS. (no vote was called)

AMENDMENT TO MOTION IS THAT EACH COMMISSIONER WILL HAVE ACCESS TO VIEW THE KING COUNTY ACCOUNT, WHICH ALSO COMES WITH THE POWER TO TRANSFER FUNDS. THE PRESIDENT AND THE CLERK OF THE BOARD WILL BE TASKED WITH VIEWING THAT ACCOUNTS DAILY. (no vote was called)

Commissioner Zaputil stated there are two different accounts. There is the King County account and the SharePoint account, which is the account that transfers funds from King County to the US Bank account. Both those accounts need to be viewed daily.

Commissioner Neuffer said that the president of the board is not in attendance and yet the board is giving him a daily task without asking him if he is willing to accept it.

Commissioner Zaputil spoke with Mr. Puki before the meeting and he was in agreement with taking on this task.

MOVED BY COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER GENGLER THAT THE COMMISSIONERS ARE GOING TO ACCEPT RESPONSIBILITY FOR VIEW AND TRANSFER ACCESS OF THE KING COUNTY AND US BANK ACCOUNTS. THE PRESIDENT AND

THE CLERK OF THE BOARD WILL HAVE DAILY RESPONSIBILITY TO VIEW ALL ACCOUNTS. MOTION CARRIED 4-0.

Commissioner Zaputil stated that the next step is for Commissioner Frangello-Anderson to contact the board president and advise him that the motion was carried and then contact Mr. Dance to see what the process is to get contacts set up.

Commissioner Frangello-Anderson stated that Commissioner Neuffer will continue to work on the process.

Commissioner Neuffer said that she will have that ready for the next meeting.

Commissioner Zaputil mentioned that the board president had asked about setting up a separate fund for the CIP account. This will be done through King County so the pool would have a general fund and a CIP account. Her feeling is this should be done after the taxes come in and the floor is repaired.

Commissioner Gengler said that the separate CIP fund would just make it clearer what is in that fund instead of lumping it all into one account. If the board needs to expense from the CIP fund, that would necessitate a transfer into the general account.

Commissioner Zaputil stated that the CIP fund would be another account at King County and warrants could be issued directly from that account. The benefit of a CIP account is for public trust knowing that money is sequestered for CIP projects. The board can use the funds if needed, but it would require board action to do so. Commissioner Zaputil also stated that the contact she made at King County was very helpful and assisted her in getting the vouchers pushed through.

Commissioner Gengler thinks it is important to have these contacts in a data base so that all commissioners have access to them when needed.

Mr. Perkins will research how to share a contact list through email.

b) RFQ Flooring (discussion and possible action)

1. Review MRSC Small Works Roster Bids

- (a) Aqua Rec's
- (b) Coatings Unlimited
- (c) Combined Construction
- (d) DPK
- (e) Ironclad
- (f) Leewens
- (g) Saxon
- (h) Western Partitions

Mr. Perkins brought the floor samples from different vendors which used the same manufacturer Tnemec.

The consensus of the board was to eliminate Coatings Unlimited, Combined Construction, Saxon and Western Partitions from the list.

Commissioner Zaputil said this product is not densely packed and would wear out the same way it is now. Although to be fair to the product, the sample did not reflect application as per manufacturer recommendation.

Commissioner Neuffer's concern whether or not applying a coating over the current coating is the best solution.

Mr. Perkins explained that many of the bidders are going to overlay the current coating with the new flooring. This information is in the packet under "Scope of Work".

Mr. Perkins presented Leewens product that is used at the Issaquah Pool in Kirkland. This is similar to what is in the Tukwila's pool locker rooms.

Jacque Carroll said she liked the grit in this sample.

Mr. Perkins actually went to the Issaquah Pool and looked at this flooring and in his opinion it was nicely installed.

Commissioner Gengler wondered that even though the product is nice, will there still be puddling due to the fact that the floor is not level.

Mr. Perkins stated that issue is for the contractor and will be discussed with them before installation to find out how they will level the floor.

Commissioner Zaputil said that she concurs with Mr. Perkins that the puddling issue is part of the specing process to ensure the surface is properly prepared.

Mr. Perkins stated that when he saw the pool deck at Issaquah, he couldn't tell it had been done over aggregate flooring. It looked smooth and level. Part of this project will be grinding off the current covering on the deck.

Commissioner Zaputil said that these are the contractors who responded to the request for a quote and the board is now making sure that the expectations are clear.

Commissioner Gengler asked is all the bidders on the list actually came out and looked at the pool before bidding.

Mr. Perkins stated that all of them visited the pool.

Commissioner Zaputil clarified that going up the coving on the wall is not part of the bid in this case as it was with the Issaquah Pool. If that is wanted in this case, it would be done as an add-on.

Mr. McCoy said that many of the contractors recommended the coving be done. Mr. McCoy asked them to bid that portion out under a separate bid.

Commissioner Zaputil stated that the comments from the pool staff at Issaquah were that the Selmaclad [sp] product was floated smooth and they were happy with the results; however, it was expensive. There was some slipping, but they educated the public not to run on the surface.

Mr. Perkins talked to the staff and they said there were some slipping issues mostly with the older citizens, so they laid a pad down to decrease that possibility.

Commissioner Zaputil stated that the Iron Clad is a different product; it's an MMA product versus an epoxy product. The benefit of MMA is that it cures quickly so that down time is shorter.

Commissioner Zaputil said the reason the products feel different one is rougher than the other.

The board passed the samples around and discussed the different products, types of profiles and application processes.

Commissioner Zaputil visited the YMCA, which used the DPK product. Instead of being closed for a full six days, the floor was finished and they were able to open a day and a half early.

Commissioner Zaputil stated that there are two different sand grits; however, how the contractor broadcasts it can vary.

Commissioner Neuffer said that while it is important that the pool is closed for the least amount of time, it is important that the outcome is a safe, durable floor surface.

Commissioner Gengler asked for clarification regarding the project completion timeline from the contractors. One is saying seven days and one says seventeen days both using the same product.

Mr. Perkins said that is because in the request for bid, the time was given as three weeks.

Commissioner Zaputil stated that the time difference is most likely related to the level of experience of each contractor.

Mr. Perkins is in favor personally of the larger grain surface and would like the color to be a gray or bluish gray which is a littler darker than the current color.

Commissioner Zaputil would like to see a uniform color to match the locker room floor and that would be easier to keep clean. The larger grained product seems to be the standard most pools are using. The downside of this is some of the resin being more slippery near the walls.

Commissioner Neuffer asked Commissioner Zaputil what pool patrons had to say about the pool floors at the pools she visited.

Commissioner Zaputil said it depended on who you spoke with. The lifeguards seemed to really like it, but it is important to keep it clean.

Mr. Perkins is leaning towards the larger grain; however, if someone does fall, they are going to get more abrasions.

Mr. McCoy said when he spoke with Mike Fox, from Great Floors, and his opinion was that an overlay was not the best option for the flooring for the Tukwila pool.

Commissioner Zaputil spoke with Mr. Puki about what was the expected outcome of tonight's meeting and Commissioner Zaputil said that she was hopeful that the bids would be narrowed down to just a few and be able to call them in for final quotes.

It was the recommendation of the board to remove Aqua Rec's from consideration.

Commissioner Neuffer would be comfortable with going over budget to get the best value for the pool. This is a safety concern and from customer standpoint it should be a nice looking, quality surface.

Commissioner Gengler said the goal is to have a safe floor and Mr. Perkins is stating that this is possible without completely replacing the entire floor.

Mr. Perkins stated that if the specifications are correct and the contractor floats the surface properly, the outcome will be great.

Commissioner Gengler asked about protection for the pool's investment. She asked which way is best to choose the proper contractor to install whatever product is decided on.

Commissioner Zaputil said that recommendations and references are very important. Experience matters also, but references should have a weight in this decision as well. DPK has done Fred Meyer and several YMCA's.

Commissioner Gengler was concerned that Iron Clad has less experience and that is troubling.

Commissioner Zaputil also said that experience is important to look at. The contractor may have done many commercial floors, but a pool deck is very different.

Commissioner Neuffer feels the Selmaclad and the Duraflex have more durability than the Tnemec product

Commissioner Zaputil noted that if the board goes with the Duraflex product, that will require the contractor to register a pool deck.

The consensus of the board was to not consider the Aqua Rec's bid and not to use the Tnemec product which leaves DPK, Iron Clad and Leewens.

Commissioner Gengler said it is clear the DPK can complete the project in the shortest amount of time and for a great price.

Mr. Perkins stated that he wanted to see some add-ons the final bids such as bringing the product up on the walls and what the contractor's opinions are on the current drains. He also wants to get their opinions on leveling and how much more it will cost to make sure the product will drain properly.

Commissioner Zaputil would not expect it to cost any more to have the floors drain properly. The other issue to be concerned with is contractor availability.

Commissioner Gengler asked Mr. Perkins and Mr. McCoy if the three contractors under consideration were responsive and happy to answer questions. She asked what their general impression of the three contractors was.

Mr. Perkins stated that DPK provided samples willingly; the others had to be contacted and samples requested. DPK also sent the bids certified mail and email.

Mr. McCoy was favorability impressed with both Iron Clad and DPK.

The consensus of the board was that this meeting was to narrow down the contractors to the best ones to continue communicating with and to get more information and prices for the requested add-ons. The board concluded that the consensus is to talk to DPK, Iron Clad and Leewens.

Commissioner Zaputil stated that bond tests need to be done with each company. This can be an issue with recoating as the bonding is in the specs.

Mr. Perkins invited all the board members to come and meet the contractors at the final bid meeting.

Commissioner Gengler asked if references had been checked on the three contractors chosen.

Mr. Perkins said he has a list of references and will continue to investigate them.

Commissioner Gengler thinks it would be a good idea to look into getting an extended warranty and what the cost of that would be.

Mr. Perkins said one reference for Iron Clad stated that they did a floor for storage of chemicals and the work was excellent. Iron Clad provided a one year warranty and that they would hire them again.

Commissioner Neuffer said that what the pool is looking for is not so different from a seafood processing plant floor because they have to deal with water, chemicals, traffic and durability.

Commissioner Zaputil agreed with Commissioner Neuffer and stated the food processing industry is why so many of these products are out in the market. The floor has to be able to be cleaned and hold up to the water.

Commissioner Gengler would like to have Mr. Perkins arrange meetings with these three contractors. She cautioned against notifying the other bidders that they are no longer in the running until a contractor has been officially hired.

Commissioner Neuffer asked if the current floor product had been properly installed would it have been easier to keep it clean.

Mr. Perkins responded that Commission Neuffer was correct in that assumption. The current floor is extremely difficult, if not impossible, to clean.

Commissioner Zaputil asked if the board has a color preference.

The consensus of the board is that the color has not really been discussed at this point. There are a variety of options.

Commissioner Zaputil said that Mr. Puki would like to have the pumps and lights done at the same time the pool floor is going in order to keep the down time at a minimum.

Mr. Perkins received an email from White Water that stated they were looking at pools to rent during the time Tukwila will be closed. It turns out a lot of pools are closed or previously rented during that time window. They asked if it was possible for Tukwila to delay the closure until after March 21st, this would help the team tremendously.

Commissioner Gengler asked about the dates for spring break for the school district.

Commissioner Zaputil responded that spring break is April 4th - 8th. If we start pushing the date back, it will negatively impact the pool financially.

Mr. Perkins said ideally the pool could close during spring break; however, then the kids are out of school and need a place to swim.

Commissioner Zaputil said the benefit of spring break closure is because the high school does not hold swim classes during that week.

Commissioner Gengler inquired how many students are signed up for those classes.

Mr. Perkins stated that there are 25 students signed up for next semester swim classes.

Commissioner Zaputil said that the closure will be longer than a week.

Commissioner Gengler stated that the pool would not be negatively impacted if the boys and girls swim classes have to be cancelled since they are not paying customers; however, White Water is a paying customer and therefore, those funds would be lost.

Mr. Perkins said he will speak to the contractors to see about their availability and if the seventeen days project schedule can be shortened.

Commissioner Frangello-Anderson asked Mr. Perkins about what his time table is for the project.

Mr. Perkins said that considering the discussion, he would think that the 28th of March would be a good closure date.

Commissioner Gengler asked if Mr. Perkins already had a prepared list of questions to ask the contractors or if he would prefer a list of questions be provided from the board.

Mr. Perkins would welcome a list of questions from the board.

Commissioner Gengler stated that one of the questions would be if they work weekends at the same rate.

Mr. Perkins has a list of questions he feels are important to ask; however, the board's questions could be different from his and he would like have that list in order to ensure clear communications.

Mr. McCoy did a check on the Better Business Bureau and DPK and Iron Clad have A+ ratings and Leewens has an A rating.

Commissioner Zaputil is comfortable moving the closure date out to accommodate the rentals and give the staff more time to explain to customers the closure details. In addition, other pools may be able to take some of the overflow caused by the closure.

The consensus of the board was that pushing back the closure date was agreed upon and the board will email Mr. Perkins the questions they want asked of the contractors. Mr. Perkins will begin setting up meetings with the three contractors under consideration. He will email the commissioners the schedule for the meetings and all the commissioners are welcome to attend.

- e. Next TPMPD Board of Commissioners Regular meeting is scheduled for Monday, February 8, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER NEUFFER , TO ADJOURN THE MEETING AT 7:30 P.M. MOTION CARRIED 4-0.

Commissioner Frangello-Anderson, Clerk of the Board of Commissioners

TUKWILA POOL METROPOLITAN PARK DISTRICT

October 10, 2016

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President of the Board: Vanessa Zaputil called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Tyson, Frangello-Anderson and Neuffer.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director, and special guest, Beth Tuschhoff.

President Zaputil stated that Mr. Perkins, Aquatics Manager, was ill today and could not attend the meeting; therefore, she called for a motion to table Business Item b, Aquatics Manager contract.

MOVED BY COMMISSIONER NEUFFER TO TABLE BUSINESS ITEM B, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

AGENDA APPROVAL

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS AMENDED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

SPECIAL PRESENTATION

President Zaputil introduced Beth Tuschhoff who is a Girl Scout and has chosen the Tukwila Pool Metropolitan Park District as her community service project. This service will enable Ms. Tuschhoff to earn her Gold Award.

Ms. Tuschhoff gave some background on the different awards the Girl Scouts offer and examples of the projects completed to earn those awards. To achieve the Gold Award, the project must have an action and make a long-term impact. Her project is to help increase awareness of the pool by raising money for a sign and painting a mural on one of the exterior walls. She is planning on funding these projects with pool parties. She is also asking for donations from the business community for paints and other supplies needed for the mural. The funding goal is \$1,000 to \$2,000. Her timeline for finishing the project is June, but it could

extend as late as August depending on fund raising and weather. The goal for the sign installation is February or March.

Commissioner Gengler asked Ms. Tuschhoff what made her decide on the pool. Ms. Tuschhoff said that she is a member of a swim team and swims at the pool for meets. She did some research and discovered there were a variety of projects that could be done to make lasting impacts for the Tukwila Pool.

Commissioner Neuffer asked about the cost of the mural and Ms. Tuschhoff stated that the goal is to have all materials donated so there would not be any cost to that project.

President Zaputil said that this project will be going through a vetting process and more details will continue to be presented. There will be many opportunities for everyone to help with this project and the approval process will happen at the later date before any work commences.

Commissioner Neuffer asked about the process Ms. Tuschhoff used to find, design and price the sign. Ms. Tuschhoff stated she expects input from the executive director and the Board as to what type of sign would work best for the pool. Three estimates have come in so far, but the type of sign has not been determined at this time.

President Zaputil said this evening was to introduce Ms. Tuschhoff and her project to the board; however, nothing has been decided yet and there will be plenty of opportunities to add input.

Commissioner Tyson asked if the sign would be one-sided or two-sided. Ms. Price Cargill stated that price will be the factor in that decision; however, the board will have final say.

The board discussed the sign limits as far as what the city will allow and the fund raising for this project which will begin soon. Ms. Tuschhoff is planning fundraising events at this time.

STATE OF THE DISTRICT ADDRESS

President Zaputil read the address into the record.

The Tukwila Pool Metropolitan Park District was created by the citizens of Tukwila in 2011 for maintaining access to aquatics in our community. 2016 has been a year of accomplishments that reflect this desire by showing use and need of the Tukwila Pool continuing to rise.

Change of Governance: A big change this year was the Tukwila City Council passing the governance torch on to five newly elected Commissioners. With this change came some bumps in the road, but those were quickly and effectively addressed. The District's Mission, Vision and Values were revised and implemented, as well as other significant policies. (To view, please visit tukwilapool.org)

Flooring Replacement: It was identified that our pool was in need of a complete flooring replacement on the deck and lobby due to safety concerns. This project was brought in under budget and completed in just 8 days.

Volunteers: The District was founded on volunteers who continue to be essential to the spirit of the District. The Tukwila Pool Advisory Committee recruited several new members and provides valued guidance to the Commission. Our local volunteers, including the Foster Girls Swim Team, bring their enthusiasm to many aspects such as our popular Special Events and Yard Clean-Ups!

Staffing: As a result of the Board's commitment to safety as a top priority, Assistant Managers were added to improve supervisory levels at the Pool. The Board also restructured the District, for efficiency, employing an Executive Director as a liaison for all of the Tukwila Pool stakeholders.

Partnerships: The District greatly appreciates and depends on partnerships such as The Tukwila School District, the City of Tukwila Parks and Recreation, and the Orcas Swim Club, to increase our community's access to the Tukwila Pool. This year we added a new partner: Aquarobics to enhance our Water Aerobics programming.

Financial Health: The District is on solid financial ground and we continue our focus on a sustainable aquatics facility throughout our budget planning. We are forecasted to meet our 2016 operating budget of \$977,501- funded 80% by property taxes and the balance by user fees, rentals and sales of goods. The District is committed to tight fiscal oversight as well as annually allocating funds for expensive and predictable equipment replacement.

By the Numbers: The District saw encouraging growth in facility use and program attendance during our busy 2016 summer season. We are also pleased to be able to have awarded over 120 scholarships so far in 2016, helping facilitate more of our community learning to swim. A Programming Committee was formed to look into prospects for further expanding program offerings at the Tukwila Pool in 2017.

May 1st-Aug 31st	2015	2016
Swim Lessons	639 Students	984 Students
General Attendance (Passes/Open Swims)	7,732	8,813

We thank the Tukwila community for their support and the opportunity to provide a welcoming public aquatics facility.

The TPMPD Meets at 6:00pm on every second Monday at 3460 S 148th, Tukwila, WA 98168.

CITIZEN COMMENTS

Robert Neuffer, 13813 132nd Ave S., Tukwila WA 98168, is concerned about the lack of a contract between the pool and the school district and feels the programming by the school district should be suspended until a contract is in place. His other concern is with the gender only swims which should be done differently because the public is being denied access to a public pool. He spoke before the previous board and feels his concern was not heard.

President Zaputil thanked Mr. Neuffer for his comments and she will have discussions with operations to ensure open, transparent communication. She will follow up personally regarding this concern.

CONSENT AGENDA

- a. Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting September 12th and August 8, 2016.
- b. Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MINUTES AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

REPORTS

- a. Commissioners

Commissioner Frangello-Anderson reported that she attended the Marketing Meeting and the Pumpkin Plunge was discussed. The next Marketing Meetings are scheduled for November 5th and 19th and she hopes to get more ideas for upcoming monthly workshops that were suggested at the Programming Committee. She received 120 pumpkins for the Pumpkin Plunge event.

President Zaputil said she attended the Finance Committee meeting. She also stated that the Safari Event was very well run by staff. She was able to attend the first Foster High School Girls' swim meet and experienced the great team spirit. She and Commissioner Gengler helped out at the Cascade View Elementary Care Night. The display table the pool had was very colorful and they were able to pass out lots of information to families.

- b. Executive Director

Ms. Price Cargill said she had not received a response to the request for an MOU from the Foster High School at this point. The program is ongoing and the conversation with the school district is progressing as Mr. Melton is now the point person at the school district to assist with this process.

Commissioner Gengler asked if there is a timeline for more action.

Ms. Price Cargill stated that Mr. Melton said it could be a couple of weeks yet as he wants to confer with the principals of the schools on how they could best utilize the pool. Ms. Price Cargill has offered to attend these meetings with him.

Commissioner Gengler asked if their conversation was about the MOU or the contract.

Ms. Price Cargill stated that the MOU was only for Foster High School because that is the only school that has a current program. The MOU is a backup until the Interlocal Agreement can be created and signed.

The board discussed the option to bring the school board president in on this issue, the possible liability and having adequate paperwork to continue the use of the facility for the swim classes for Foster High School. An Interlocal Agreement would be the best outcome.

Ms. Price Cargill stated that the MOU is not a contract; it simply states the expectations of both parties.

Commissioner Gengler is concerned about the liability issue without having written documentation.

Ms. Price Cargill stated that the MOU is just a statement about who is providing what to allow the program to happen. The pool is providing the facilities at certain times for the swimming class; the school has been asked to provide a certified lifeguard to work with this class. On the liability issue; as a general rule, anytime a person comes in to the facilities, the pool has the liability.

Commissioner Gengler said that in her understanding the MOU is just for Foster High School and the Interlocal Agreement would be to formalize the expectations between the school district, which would include fees.

Commissioner Neuffer clarified her statement during the discussion to say when she was speaking to the school board members it was about getting the ILA in place and not the MOU. She is also concerned about monies, liabilities and contracts. If the pool was audited, would the Foster High School swimming class be an issue?

President Zaputil said this swimming class is very important to the mission of teaching more children to swim; however, both this board and the school district board will need to approve any agreement.

Commissioner Gengler feels the board needs to give direction on what they want to see in the ILA and see if the school board is accepting of that proposal.

Ms. Price Cargill said that the discussion she has been having with Mr. Melton is that there are opportunities for more interaction between the schools and the pool. This is why Mr. Milton is contacting the principals of the schools to assess whether there is more interest in using the pool.

Commissioner Gengler stated that Mr. Milton is the business contact for the school district. Usage of the swimming pool for the schools would fall under teaching and learning, which would not be under Mr. Milton's purview. She suggests the pool write a proposal to give to Mr. Milton to present to the different principals in the school district and obtain feedback from the schools.

President Zaputil said that the pool approached the school district concerning a presentation and the idea was met with a less than enthusiastic response.

Commissioner Tyson felt that having the high school students use the facility without compensating the pool is not fair to the other pool users.

Commissioner Gengler explained that the pool offered this time to the school. This was an effort made to get all parties to agree. The previous board and the volunteers were excited to get the kids swimming.

Commissioner Tyson is very excited about getting children to swim also, but is concerned about doing so with no reimbursement.

President Zaputil feels this subject warrants a work session to be able to give good direction to the staff and be in agreement as to what the executive director should present going forward with this issue. The board agreed and President Zaputil will schedule this workshop as soon as possible.

Commissioner Neuffer would like more information about forming an ILA and what the liabilities are at or before the attending the workshop.

Ms. Price Cargill stated that ILA will go through a legal review before it is presented.

President Zaputil will check with the attorney to get all the pieces that need to be included in an ILA.

Commissioner Gengler asked if the pool has had an ILA with the school district in the past.

President Zaputil stated there is a lease agreement; however, there has not been an ILA between the school district and the pool.

Commissioner Neuffer had a question concerning the loss of the staff accountant and the transition plan to handle that issue.

Ms. Price Cargill presented the options she is considering. One is to continue having the current employee come in a few hours a week to just do accounting work until a replacement is found. Secondly, she has spoken to someone else who would be willing to commit to doing the same thing, just working a few hours a week. The third option is to train one or more of the front desk staff to take over some of the accounting responsibilities leaving the executive director with the major accounting procedures.

Commissioner Gengler expressed her disappointment in the fact that the Free Pass report was not included in the executive director's report as previously requested.

Commissioner Neuffer was concerned about the process that the board went through to hire a bookkeeper and is worried that transitions are taking place without the board's input.

President Zaputil feels this is a valid point; however, the pool did not have an executive director at the time that transpired. Looking at what it actually takes to run this pool, there are different needs for a bookkeeper than what an independent contractor can provide. This position is operation based and operations now understands better the bookkeeper's tasks daily, weekly and monthly.

Commissioner Gengler asked if there is previous information available about past summer's Free Pass reports.

Ms. Price Cargill said she was under the impression that information was being tracked; however, recently found out that was not the case. She has now created a spreadsheet to track the free passes and entered all the information she had available to her. She has also posted a note at the front desk to notate the date when the free passes are used so that future tracking can incorporate that information.

c. Aquatics Manager

Mr. Perkins was not in attendance due to illness.

Commissioner Gengler said she had reviewed the aquatics manager's report and noticed some differences in data between it and the financial report.

Ms. Price Cargill stated that the difference is because of the dates; the financial report includes data from August 2016 and the Aquatics Manager's report shows data for September 2016.

Commissioner Frangello-Anderson asked about difference between last year's facility rentals and this year's.

Ms. Price Cargill stated that last year's rentals were not being recorded correctly and that issue has been resolved now. She then gave the Accounts Payable report which shows White Water owes \$6,791, Bellevue Dive owes \$153, Kennedy High School, whose bill is not due until the end of their season, is at \$5,193 and Alaska Airline owes \$432. Grand total is \$12,569.

Commissioner Gengler suggested that those AP numbers be included in the commissioner's packets each month.

The question was asked about who creates both the free and purchased passes.

Ms. Price Cargill stated the free passes are created in-house and numbered. The passes that are purchased through the Rec 1 system are key cards that are scanned into the computer upon use.

d. Financial

Commissioner Gengler asked why the budgeted expense for unemployment was so off from the actual amount spent as shown on page 1 of 4 on the budget versus actuals report?

Ms. Price Cargill stated that the amount budgeted was developed by people who came before her and they did not provide any detail about how they arrived at those figures. She is now using actual numbers to estimate for the 2017 budget.

President Zaputil asked if there were any rate changes that would have affected the payroll tax numbers.

Ms. Price Cargill stated that there were some changes over the course of 2016 that have impacted the Department of Labor & Industries (L&I) tax. Through investigation she learned that we started the year with all of the pool employees classified as "City Employees – All Other", which is where people like road workers are classified and is therefore an expensive rate. Earlier this year Paychex implemented a reclassification that identified all the pool staff as "office workers" which resulted in a much lower rate, however it was inaccurate. Ms. Price Cargill recently put in a request to L & I that they use the category for pool employees and they have agreed to use that code for all pool staff going forward.

President Zaputil wondered if, with the changes in bookkeeping staff, the pool will remain on budget.

Ms. Price Cargill stated that there is enough money in the budget to pay a part-time bookkeeper if necessary.

President Zaputil would like to see the King County Bank account reflect that the money in there is comprised of both the general fund and the CIP funds.

Ms. Price Cargill said this update was input into QuickBooks and it should be reported that way starting from the date of the update.

e. TPAC Report

The TPAC report thanked all of the community for their support. The next meeting is October 15th at the Community Center; Commissioners Tyson and Frangello-Anderson are on the list to attend.

f. Finance Committee

Commissioner Gengler reported the meeting went well. Possible increases in expenses were discussed. The proposed ideas included contracting with a landscape company for periodic maintenance instead of having in-house staff for that work. Also discussed was preference for the pay scale to be consistent and annual merit increases for the executive director and aquatics manager should be considered. Signage costs were also discussed.

The next Finance Committee meeting will include a review of Initiative 1433 requiring a raise in the minimum wage effective January of 2017, which is coming up for a vote, and what impact it will have on the pool and its finances.

The last thing the committee focused on was computer replacement funding. The committee discussed creating a fund for that specific need and if the funds not used in a given year, they roll over to the next year.

g. Program Committee

Commissioner Neuffer reported that the committee is working on the brochure that is included in the city's activities guide. The committee would like to add the vision and mission statement to the guide. New programming ideas were discussed such as triathlon training, Special Olympics and what to offer during the winter and spring school breaks. Lifeguard training was also discussed and how to best facilitate that long-term. The noise level is a safety issue as far as lifeguards being able to hear each other and the program schedule can affect that level.

Programming rates were reviewed and the committee came up with some increases that could raise the revenue of the pool. The committee is proposing some winter and spring break intensive swim lessons.

BUSINESS ITEMS

a. Board Self-Evaluation Review (old business)

President Zaputil stated the purpose of this evaluation was to ensure that the district is working to improve the concerns that were brought forward.

Commissioner Neuffer feels the board is progressing and is looking forward to establishing a work plan. In regards to meeting more than once a month, she thinks the tax payers would have to understand why meeting more often is necessary to conduct the business of the pool.

b. Aquatics Manager contract (old business) *Tabled*

c. Draft 2017 Budget – expense increases

Ms. Price Cargill reported on the expenses: creating a computer replacement budget line, possible landscaping services, marketing services, exempt salary increases, signage for the pool, noise abatement and getting all staff certified in water safety instruction. She has researched how the training could be done and found a company called Lifeguard-Pro which gave her a bid on training all the staff at the pool. Also, Mr. Perkins would be trained and would have the equivalent of a WSIT, which is a Water Safety Instructor Trainer Certification. That would allow Mr. Perkins to train new staff as they come on board. Training for Mr. Perkins would be one-time expense. When the job description of Aquatics Manager was written, having this certification was one of the requirements; however, the lesson learned was that no one had this certification. It was very difficult to obtain as the Red Cross no longer provides this training.

Commissioner Gengler asked if it is so difficult to obtain, then is spending this money the smart thing to do since only one person would receive the certification. She stated that the staff is currently certified as lifeguards.

Ms. Price Cargill said that is true; however, this kind of training is not part of the lifeguard training.

Commissioner Gengler wondered if there was another option for this certification. Perhaps the pool could develop its own curriculum around this subject. In her opinion, from the concerns she heard from parents, were less about technique and

more about content and being attentive to the kids in class. She feels the WSIT is not as common as some people believe and spending \$6,000 to train one person seems excessive.

President Zaputil said that fee includes all the staff and then Mr. Perkins receives the certification to train other staff going forward.

Ms. Price Cargill stated that no one can become a trainer until they have been certified.

Commissioner Neuffer wondered if the insurance would go down if the pool had someone on staff with this training.

Ms. Price Cargill said she was unsure, but has not seen anything in the paperwork she has that would indicate a reduction in rates with these certifications. She is meeting with the new insurance representative soon and will forward this question onto them.

Ms. Price Cargill said the idea of creating a curriculum is appealing; the obstacle is finding someone who could do the job and who she would have confidence would create an outstanding curriculum.

Commissioner Gengler feels the noise abatement and door replacement items have been on the list from operations for some time. She felt these items may be considered as CIP projects.

Ms. Price Cargill was under the impression that the operations and the board could choose which items would come under CIP, but has learned that is not the case.

President Zaputil said the CIP allocations are very specific and earmarked. If the board wants to pay things out of the CIP fund that are not on the list, then the board would have to fund those things out of the general fund.

Commissioner Gengler feels the CIP account list needs to be reviewed annually to ensure it is still valid and funded at the correct level for those projects.

President Zaputil said that there is no documentation stating the board can reduce the amount in the CIP fund.

Commissioner Gengler wanted to point out that this budget does not include any impact Initiative 1433 may have to the pool.

President Zaputil said there will be a discussion about Initiative 1433 coming and reminded the board that the budget is still in draft mode at this point.

Commissioner Frangello-Anderson wanted to make sure all the board members have the CIP list of projects.

President Zaputil will send the list out to ensure everyone has a copy. She feels that the replacement computers should be a budgeted item and not on the CIP wish list.

Ms. Price Cargill recently had to replace her personal laptop and was told the lifecycle for laptops no matter their price point is only three to five years.

The board discussed the lifecycle of the computers owned by the pool and when they might need to be replaced.

President Zaputil is hearing from the board is that the computer replacement should be budgeted and needs to be increased.

Commissioner Frangello-Anderson feels there needs to be more funds for the employee training because of the natural attrition of staff.

Ms. Price Cargill noted that Foster High School has lifeguard training in their curriculum.

Commissioner Gengler thinks that training is important, but it must be strategic and smart.

Ms. Price Cargill has researched other options for training, particularly how to get Mr. Perkins established as a Trainer so that he could then train the rest of the staff. The standard WSIT (Water Safety Instruction Trainer) Certification would take the aquatics manager over a year to complete and require many hours away from the pool. The option presented by Lifeguard-Pro would allow Mr. Perkins to get the same amount of training while working with our pool's staff and he would be able to complete the training much faster.

Commissioner Gengler is concerned that investing this kind of money may not be the best way to improve the staff and wonders if this would translate into stronger revenue.

Ms. Price Cargill said that the comments made by Commissioner Gengler are all valid. The feedback she heard in the community is that the reputation for swim lesson is not very good. That will naturally have a negative impact on the revenue. It is her responsibility that if the employees are not teaching well, they need further training. She has been researching better training for employees. She would like to feel confident in the quality of the swimming lessons.

Commissioner Frangello-Anderson said that in her experience, training the trainer was a good model; however, it sends a strong message to everyone that the pool takes

training seriously. She feels having an outside provider come in and teach the staff would be the best solution.

Commissioner Tyson agrees with all of the comments, his biggest issue is training the staff and then they leave. He feels wages are the reasons people leave the employment of the pool.

Ms. Price Cargill said the level of turnover is always an issue and it is the same with all pools. Lifeguard is not a position most people stay in for the long-term.

Commissioner Tyson restated his concern about budgeting before income numbers are known.

President Zaputil showed the levy income as \$845,000 and is reflected on line 5 of the budget.

Ms. Price Cargill stated that next month the levy resolutions will come before the board and recognizes that the district cannot spend more than they have.

Commissioner Gengler referred back to the training issue and she has heard from the community that they were not experiencing good customer service. They had observed situations that were not safe or staff that was inattentive. For instance, lifeguards talking to each other instead of paying attention to the swimmers in the pool. She feels that more training would not necessarily equal good, safe customer service.

Ms. Price Cargill said when an instructor is taught how to be a good instructor, the customer service is part of that, not just about technique of strokes. Group management is also a large part of the curriculum.

Commissioner Neuffer feels it is the uniformity and quality that is the issue. All the teachers should be of the same quality so that no matter which teacher is teaching, everybody gets the same lesson.

President Zaputil summarized that what the board is saying is that uniformity, training and customer service is what needs improving. The board needs to look at costs of further training. She would like to see if training is a priority over other things.

Commissioner Neuffer said that poor teaching is and will have an effect on revenue.

Commissioner Gengler said that more training will not guarantee better swim lessons. The board could spend the \$6,000 and still end up with the same result they have now. It seems to come back to accountability.

Commissioner Neuffer agrees, but sees more training as the only option that has been presented. When the previous board had KJ Designs come in, one of the things they said was that the pool needed to do a better job in training the staff.

President Zaputil feels what she is hearing from the board is better training will improve the quality of the swim instructors which will, in turn, receive positive feedback and an increase in revenue.

Commissioner Tyson made the observation that if there is a great instructor and they train several groups to instruct, and then they in turn teach more groups; however, the instruction may not be as good as the first one. Good instruction does not always filter down.

President Zaputil stated that according to what she has heard tonight, the groups that come into train staff will do so for more than just one person.

Commissioner Tyson feels that the training should wait until a group of staff are ready to train and there is a feeling that they will stay employed with the pool for some time.

Commissioner Neuffer feels the safety portion of the pool is very important; however, she agrees with Commissioner Gengler and is also concerned about spending this kind of money without seeing a return on investment.

Ms. Price Cargill said that the number she gave the board would include every single staff member, so the amount could be less. She is in the process of hiring another assistant manager and would like to get all three managers to have a WSIT Certificate. This is an investment in people and there are no guarantees.

Commissioner Gengler asked that the commissioners look at the increase in marketing services and in signage. Those items could be revenue drivers; however, there is not enough information at this point to make that determination. Signage could be inexpensive for now, just to get some attention while working towards an LED sign to alert more traffic that the pool is here. In her opinion, a lighted sign would be better and could be changed to show what is happening at the pool.

The consensus from the board is that computer replacement, signage and more information for training are all priorities.

Commissioner Neuffer feels noise abatement is also a priority for the pool. There have been many complaints about the noise, people cannot hear instruction, also at community events there have been complaints about the noise. Older customers also have a problem with the excessive noise.

Commissioner Gengler suggested that the Finance Committee take these items under advisement and try to get figures on these projects. Then bring a report back to the board with what can be accomplished within budget.

d. Rate Adjustment Proposal from Program Committee

MOVED BY COMMISSIONER GENGLER TO APPROVE THE RATE ADJUSTMENTS PROPOSED BY THE PROGRAM COMMITTEE, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Neuffer stated there are some places where there could be some rate increases. There could be a \$5 increase for private lessons, for semi-private lessons a \$10 increase. Pricing tier for pool rental of over 60 people \$170 for residents and \$210 for non-residents.

Commissioner Tyson is favor of raising the rates for non-residents, but not for residents. He would support the rental pricing tier for parties exceeding 60 people.

Commissioner Gengler has no idea how many people are taking private lessons or semi-private lessons.

Commissioner Tyson said that Commissioner Neuffer did state that these are not big sellers for the pool.

Commissioner Gengler would like to know the numbers of people this rate increase could impact before voting on it.

Commissioner Neuffer gave the rates to the board.

MOVED BY COMMISSIONER TYSON TO AMEND THE MOTION TO ELIMINATE THE RATE INCREASES FOR RESIDENTS AND ACCEPT THE RATE FOR POOL RENTALS EXCEEDING 60 PEOPLE, SECONDED BY COMMISSIONER GENGLER. *

Commissioner Gengler is not comfortable raising rates without having the numbers to compare.

Ms. Price Cargill said the impact will be very minimal.

Commissioner Tyson asked for comparisons with other pools' fees.

***MOTION FAILED (1-4), WITH COMMISSIONER TYSON VOTING "AYE" AND COMMISSIONERS GENGLER, FRANGELLO-ANDERSON, NEUFFER AND ZAPUTIL VOTING "NAY".**

***MOTION TO APPROVE AS WRITTEN CARRIED (3-2) WITH COMMISSIONERS FRANGELLO-ANDERSON, NEUFFER AND ZAPUTIL VOTING “AYE” AND COMMISSIONERS TYSON AND GENGLER VOTING “NAY”.**

e. Attorney Memorandum Classification

President Zaputil stated that this memorandum has been brought up to waive confidentially. The attorney has no issues with waiving this privilege.

MOVED BY COMMISSIONER NEUFFER TO WAIVE CONFIDENTIALITY PRIVILEGE FOR THE NOVEMBER 11, 2013 LEGAL MEMORANDUM REGARDING SINGLE GENDER SWIM PROGRAMMING AT THE TUKWILA POOL, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

- f. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, November 14, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th, Suite 100, Tukwila, WA 98168.

MISCELLANEOUS

Commissioner Gengler stated that Foster Girls Swim Team will be using the pool and is looking for volunteers to help with the meets.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER TYSON TO ADJOURN AT 9:08 P.M. MOTION CARRIED (5-0).

Jeri Frangello-Anderson, Clerk of the Board of Commissioners



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/19/2016

Total Amount: \$1,601.78

Control Total: 4

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161012123446.csv

Fund #: 175910010

CONTACT INFORMATIONPreparer's Name: Paul AnkenmanEmail 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)) :

Jonny Fung 10/12/2016
Authorized District Signature Date

[Signature] 10/12/2016
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161012123446.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALY SERVICES, INC.			11977	10/10/2016	\$937.16	CHLORINE FOR POOL
COMCAST BUSINESS			20160928	09/28/2016	\$162.61	MONTHY PUBLIC WIFI & BACK-UP INTERNET BILL
VALLEY VIEW SEWER DISTRICT			20161006	10/06/2016	\$54.05	MONTHLY SEWER BILL
WALTER E NELSON CO.			564667	10/06/2016	\$447.96	CLEANING SUPPLIES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/25/2016

Total Amount: \$22,407.56

Control Total: 7

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161018185327.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Paul Ankenman

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)):

Jeri Truogello-Anderson 10/20/2016
Authorized District Signature Date

[Signature]
Authorized District Signature

10/20/2016

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161018185327.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33286032	09/30/2016	\$83.71	CO2 CYCLIDER RENTAL
AIRGAS NATIONAL CARBONATION			33293650	09/30/2016	\$5.00	LATE FEE
BROADVIEW NETWORKS			20161009	10/09/2016	\$454.38	MONTHLY PHONE BILL
CITY OF TUKWILA			02333	10/12/2016	\$10,121.48	BRIDGE LOAN OCTOBER
CITY OF TUKWILA			02334	10/12/2016	\$10,121.48	BRIDGE LOAN NOVEMBER
MCKINSTRY CO LLC			1977316	10/05/2016	\$1,339.73	MAINTENANCE ON OUTDOOR LIGHTS
RICOH USA, INC.			97620732	10/05/2016	\$281.78	COPY MACHINE RENTAL



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/02/2016

Total Amount: \$2,456.79

Control Total: 6

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161026172502.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Paul Ankenman

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)):

Jeff Krangello Anderson 10/30/16
Authorized District Signature Date

[Signature] 10/28/2016
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161026172502.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1038307	10/20/2016	\$90.00	MONTHLY ALARM BILL
AQUATIC SPECIALY SERVICES, INC.			11976	10/11/2016	\$164.25	MONTHLY CHEM CONTROL SERVICE
AQUATIC SPECIALY SERVICES, INC.			11795	09/06/2016	\$108.17	CHLORINE
AQUATIC SPECIALY SERVICES, INC.			12045	10/21/2016	\$46.49	CHLORINE AND PH TEST KIT
SEATTLE CITY LIGHT			20161018	10/18/2016	\$1,227.50	ELECTRIC BILL
WATER DISTRICT NO. 125			20161020	10/20/2016	\$820.38	WATER BILL



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/09/2016

Total Amount: \$69,012.44

Control Total: 4

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161102175133.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

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)):

Jeri Fungello Anderson 11/6/2016
Authorized District Signature Date

[Signature]

11/3/2016

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161102175133.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33314019	10/24/2016	\$207.94	C02 REFILL
CITY OF TUKWILA			MB-02332	10/12/2016	\$56,565.00	BRIDGE LOAN PAYMENT
LADY OF LETTERS, INC.			3429	10/27/2016	\$742.00	MINUTES FOR SEP. AND OCT.
TUKWILA SCHOOL DISTRICT NO. 406			10019	10/25/2016	\$11,497.50	ANNUAL LEASE PAYMENT

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Monthly ED Report**

ISSUE

Update of TPMPD Operations

BACKGROUND

This informational memorandum is provided to keep the Commissioners informed on the progress of various projects and actions relating to the operations of the District.

DISCUSSION

Projects in process or completed:

- **Staff:** Aquatics Manager Dave Perkins submitted his resignation with a two-week notice on November 7th. It is highly unlikely we will be able to fill the position before his last day. The search process will begin immediately to find his replacement. Staff coverage for this past month has been difficult while we worked toward hiring more staff to fill the spaces left last month. Dave Perkins worked several additional shifts per week including on his usual days off. However, we are now much closer to having a full roster of staff. Additions include:
 - **Rob Davis, Jr** – Assistant Aquatics Manager
 - **Eric Kress** – Lifeguard
 - **Tristan Rosellini** – Lifeguard
 - **Kristine Selleck** – Bookkeeper
- **Program Committee:** This group met in late October to draft a revised brochure which will include information on additional programming.
- **Finance Committee:** This group met in twice October to work on the 2017 Budget. Recommendations for the final budget and some potential additions to be considered by the board are included in this packet.
- **TPAC:** This group's monthly meeting was held Oct 15th. Items discussed were:
 - Budget updates
 - Emergency procedures
 - Signage
 - Marketing

- **Scholarship Fund:** The annual Scholarship Fund of \$10,000 was depleted far more quickly than anticipated. The policy for this program requires a 25% reserve of funds for the period of September through December. Although \$3,427 (34%) in scholarships were available, these funds were entirely distributed by October 26th without meeting the demand of the active swim class registration period. This would indicate that most of those who sign up for lessons in summer wish to continue to build on what they've learned through fall.
- **WCIA:** Our insurance pool provided us with our annual Audit this past month. Contracts and agreements was the focus of the audit and the feedback was constructive and positive. Additionally, I attended the annual board meeting and thereby fulfilled the final delegate obligation for the year. Information about potential grant funds to assist with training costs and purchase safety equipment came to our attention and will be pursued in the coming year.
- **Marketing & Community Outreach:** The Marketing Club met on November 4th with Shae White as their staff representative.
- **Tukwila School District:** A special meeting of the Board of Commissioners was held Oct 20th to discuss a potential Interlocal Agreement and the general partnership with the TSD. Following the meeting, inquiries with our attorney have revealed that we are technically within the law to continue without a written agreement. However, the lack of reasonable compensation is not constitutionally allowed, which means an agreement that provides for a more equitable partnership must be achieved as soon as possible. A draft agreement is being proposed at this meeting and has also been provided to Alphonso Melton at the TSD with requests for their input. This agreement has not been reviewed by anyone at the TSD, including their Board.
- **Suggestion Box:** There were several suggestion cards in the box this month requesting a TV. Additional comments call out the broken lockers, stickiness of the floors in the locker rooms and a request for more lap swim hours.
- **Robert Neuffer:** I have made multiple attempts to contact Mr. Neuffer in response to his comments at last month's meeting requesting to meet with me. So far we have not been able to connect.

RECOMMENDATION

None

ATTACHMENTS

1. Suggestion Cards

SUGGESTIONS

Your Voice Matters!

Date:	Nov 6
Time:	3:00
Topic:	lockers gym 5

Please Direct Immediate Concerns to Pool Staff as well

less sticky floors

Name: (Optional)	T.B.
Would you like to be contacted?	NO
Contact info:	

SUGGESTIONS

Your Voice Matters!

Date:	10-13-18
Time:	2:00
Topic:	TV

Please Direct Immediate Concerns to Pool Staff as well

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Have more time for lap swim
Please

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

SUGGESTIONS

Your Voice Matters!

Date:	10/31/16
Time:	11:15a
Topic:	Lockers

Please Direct Immediate Concerns to Pool Staff as well

men's room lockers almost all broken. Need to find new pool if I cannot lock up my belongings

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	entertainment

Please Direct Immediate Concerns to Pool Staff as well

TV for entertainment

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	entertainment

Please Direct Immediate Concerns to Pool Staff as well

add a
TV
for entertainment
please

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	10/13/16
Time:	
Topic:	entertainment

Please Direct Immediate Concerns to Pool Staff as well

add a TV please

Name: (Optional)	
Would you like to be contacted?	
Contact info:	

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Dave Perkins, Aquatics Manager
DATE: November 14, 2016
SUBJECT: Monthly Aquatics Manager Report

UPDATES:

1. We have hired a new Assistant Manager, Robert Davis Jr. He will be working weekday evenings. He comes to us from Greater Seattle YMCA. We are happy to have him on board.
2. We had a great turnout for the Pumpkin Plunge is October 15th. It was a very fun event to have at the pool.
3. The next staff meeting is scheduled for November 18th at 3pm and November 19th at 3pm and a lifesaving drill was run in early October and another on October 29th.

PROGRAM REPORT:

1. I will be working closely with Robert on improving the swim lesson program.
2. Contracted Water Aerobic is becoming more popular. We added a deep water running class.
3. We have awarded \$1,732.87 in Scholarships in the month of October.
4. Kennedy High School will be wrapping up the season soon. Foster's season is done.
5. Foster swim classes are going well. We will be offering a lifeguarding class next semester.
6. White Water Orca's is still practicing at the facility.
7. Swimming classes are still being offered. We offer classes Monday/Wednesday, Tuesday/Thursday, on Saturdays and during women's only swim on Sundays. We had 142 participants in lessons in October.

ATTACHMENTS:

1. October 2015/2016 monthly comparison
2. Rec 1 revenue report
3. Rec 1 Membership report
4. Rec 1 Point of Sale report

October 2015 & 2016 monthly comparison

Category	October 2015	October 2016
Sale of Merchandise (non-taxed)	\$0	\$137.75
Sale of Merchandise (taxed)	\$61.18	\$187.71
Pass Sales	\$1,383.07	\$2,067.53
Facility Rental (Short Term)	\$8,762.5	\$199.10
Facility Rental (Long Term)	\$0	\$10,929.50
General Admission	\$2,048.12	\$1,757.74
Special Events	\$189.06	\$321.10
Swim Instruction	\$9,488.50	\$5,028.00
Exercise Classes	\$177.00	\$25.00
Tax	\$346.74	\$499.31
Unitemized	\$49.82	\$0
Total	\$22,505.99	\$21,079.75

Run On 11/07/2016 09:34 AM

Run By Dave Perkins

From 10/01/2016 12:00 AM

To 10/31/2016 11:59 PM

Revenue Code Summary

Rev. Code	Rev. Code Description	Scholarship	Cash	Check	Credit/Debit	User Credit	Total
1. 341.70.20	Sale of Merchandise (Untaxed)	\$0.00	\$117.50	\$0.00	\$20.25	\$0.00	\$137.75
2. 347.30.10	Pass Sales	\$0.00	\$129.97	\$306.23	\$1631.33	\$0.00	\$2,067.53
3. 362.40.10	Facility Rentals-Short Term	\$0.00	\$0.00	\$0.00	\$199.10	\$0.00	\$199.10
4. 362.40.30	Facility Rentals (Long-Term/Contracted) Non-Taxable	\$0.00	\$451.00	\$10419.00	\$54.00	\$5.50	\$10,929.50
5. 369.00.10	Account Credit	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
6. 374.30.20	General Admission	\$0.00	\$1321.29	\$0.00	\$430.98	\$5.48	\$1,757.74
7. 374.30.20	Special Events	\$0.00	\$164.40	\$0.00	\$143.00	\$13.70	\$321.10
8. 374.60.10	Swim Classes and Instruction	\$1732.87	\$478.50	\$82.50	\$2625.63	\$108.50	\$5,028.00
9. 374.60.20	Exercise Classes	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
10. 386.11.00	Tax	\$0.00	\$169.73	\$8.77	\$245.00	\$1.83	\$425.32
11. Unitemized	Unitemized	\$0.00	\$120.62	\$0.00	\$67.09	\$0.00	\$187.71
		\$1,732.87	\$2,978.00	\$10,817.50	\$5,416.38	\$135.00	\$21,079.75

Totals for Revenue Code Summary

\$1,732.87 \$2,978.00 \$10,817.50 \$5,416.38 \$135.00 \$21,079.75

Run On 11/07/2016 09:37 AM

Run By Dave Perkins

From 10/01/2016 12:00 AM

To 10/31/2016 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	50
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	13
3. 1 Month Memberships 1 Month YouthNeteran/Senior	59
4. 10 Visit Memberships 10xAdult	95
5. 10 Visit Memberships 10x YouthNeteran/Senior	156
6. 10 Visit Memberships Adult Resident	5
7. 10 Visit Memberships YouthNeteran/Senior Non-Resident	7
8. 10 Visit Memberships YouthNeteran/Senior Resident	14
9. 3 Month Memberships 3 Month Adult	23
10. 3 Month Memberships 3 Month YouthNet/Senior	28
11. Annual Memberships 1 Year Adult	23
12. Annual Memberships 1 Year YouthNet/Senior	172
13. Annual Memberships Youth/Senior Non-Resident	19
14. Annual Memberships Youth/Senior Resident	27
15. Exercise Pass 10 Visit Adult Resident	4
16. Legacy Memberships General Memberships	14
17. Legacy Memberships Punch Passes	7
	716
Totals for Check-In Summary by Membership	716

Run On 11/07/2016 09:35 AM

Run By Dave Perkins

From 10/01/2016 12:00 AM

To 10/31/2016 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: Adult	201	\$726.59
2. POS Item: Beach Ball	8	\$21.92
3. POS Item: Corn Nuts	15	\$22.50
4. POS Item: Corn Nuts	27	\$20.25
5. POS Item: Gatorade	22	\$30.14
6. POS Item: Gatorade	4	\$2.72
7. POS Item: Granola Bar	5	\$5.00
8. POS Item: Granola Bar	2	\$1.00
9. POS Item: Meat Stick	16	\$24.00
10. POS Item: Meat Stick	15	\$11.25
11. POS Item: Neighborcare Health	6	\$5.47
12. POS Item: Nuts	14	\$10.50
13. POS Item: Nuts	13	\$6.50
14. POS Item: Senior	117	\$315.10
15. POS Item: Senior Exercise	5	\$25.00
16. POS Item: Shower	21	\$38.37
17. POS Item: Special Events	56	\$153.44
18. POS Item: Swim cap, silicone	5	\$45.65
19. POS Item: Swim Diaper	2	\$3.66
20. POS Item: Swim Goggles	5	\$31.95
21. POS Item: Teen Night	50	\$91.33
22. POS Item: Tiger Bar	13	\$11.85
23. POS Item: Tiger Bar	5	\$2.30
24. POS Item: Trail Mix	10	\$15.00
25. POS Item: Trail Mix	3	\$2.25
26. POS Item: Veteran	11	\$27.40
27. POS Item: Vitamin Water	21	\$38.42
28. POS Item: Vitamin Water	10	\$9.10
29. POS Item: Water	14	\$14.00
30. POS Item: Water	11	\$5.50
31. POS Item: Youth	234	\$635.68
	941	\$2,353.84

Totals for POS Summary Report

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Monthly Financial Report**

ISSUE

Report on financial health of the Tukwila Pool Metropolitan Park District

FINANCIAL IMPACT

None

BACKGROUND

None

DISCUSSION

Items of note:

- Kristine Selleck has joined our staff team as the Bookkeeper. She will be at the pool 10 hours per week on weekday mornings providing these services as well as front desk support.
- Our District CPA has been asked to review the books to provide maintenance and repair of any issues that might have arisen as a result of the staffing changes and challenges experienced this year. Several entries from the beginning of the year were corrected, including all of the "Ask My Accountant" items which were all entered in error, and some bank reconciliations.
- Vicki Brotherton, who has provided wonderful support to us through King County's Accounts Payable Department this past year has moved on to a different position within King County Finance. Hannah Capinpin is our new Financial Specialist.
- Accounts Payable as of 11/8/2016 total \$14,401 and break down as follows:
 - Yuki Maekawa (Synchro) \$235.50
 - Alaska Airlines \$504
 - Kennedy HS \$7,461
 - White Water \$4,232
 - Bellevue Divers \$288.50
 - Washington Kayak \$1,680

RECOMMENDATION

None

ATTACHMENTS

1. September Balance Sheet
2. September Profit & Loss Statement
3. September Budget v. Actuals
4. September DOR Excise Tax Return
5. August-Sept Credit Card Reconciliation (including detail) for both cards



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of September 30, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	5,413.93
111.10 US Bank Deposit Acct - 8744	37,933.20
115.21 US Bank (King County) - #2969	82,526.34
111.21 Capital Improvement Project (CIP) Fund	220,000.00
Total 115.21 US Bank (King County) - #2969	302,526.34
US Bank Zero Balance Acct - 7414	37,000.00
Total Bank Accounts	\$382,873.47
Other current assets	
111.10 TPMPD Scholarship Fund (held in US Bank 8744)	10,000.00
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	478.51
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Total Other current assets	\$10,628.51
Total Current Assets	\$393,501.98
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	0.00
Total Fixed Assets	\$2,063,021.99
Other Assets	
156.00 Bond Loan	0.00
156.00 Bridge Loan	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$2,456,523.97
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
213.10 US Bank Dave CC - 4167	1,057.33
213.11 Executive Director Credit Card - 9276	137.83
Total Credit Cards	\$1,195.16

	TOTAL
Other Current Liabilities	
231.00 Payroll Liabilities	-4,262.38
231.70 Employee Withholdings	
231.71 Federal Tax	-8,179.17
231.71.1 Federal Income Tax withholding	461.59
231.71.2 Social Security Withholding	5,751.85
231.71.3 Medicare withholding	1,750.68
Total 231.71 Federal Tax	-215.05
231.72 L&I	2,422.61
231.72.1 L&I Payable	-12,180.54
Total 231.72 L&I	-9,757.93
Total 231.70 Employee Withholdings	-9,972.98
Total 231.00 Payroll Liabilities	-14,235.36
231.30 Uncashed Payroll Checks	465.23
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	\$ -13,770.13
Total Current Liabilities	\$ -12,574.97
Long-Term Liabilities	
217.10 Bond Payable	703,714.05
227.00 Bridge Loan Payable	819,070.38
Total Long-Term Liabilities	\$1,522,784.43
Total Liabilities	\$1,510,209.46
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	21.99
Opening Balance Equity	250,469.01
Retained Earnings	595,866.43
Net Income	91,214.16
Total Equity	\$946,314.51
TOTAL LIABILITIES AND EQUITY	\$2,456,523.97



Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

September 2016

	TOTAL
INCOME	
313.11.00 Sales Tax Collected	494.57
341.70.00 Sales of Merchandise	
341.70.10 Taxable Merchandise	176.01
341.70.20 Untaxable Merchandise	652.81
Total 341.70.00 Sales of Merchandise	828.82
347.00.00 Cultural and Recreation	
347.30.10 Activity Fees - General Passes (Taxable)	1,926.26
347.30.20 Activity Fees - General Admissions (Taxable)	1,857.73
347.30.30 Activity Fees - Special Events (Taxable)	104.12
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	6,319.00
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	81.89
Total 347.00.00 Cultural and Recreation	10,289.00
362.00.00 Rents, Leases and Concessions	
362.40.10 Rentals - One-time, private events (Taxable)	321.28
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	9,994.72
Total 362.00.00 Rents, Leases and Concessions	10,316.00
Total Income	\$21,928.39
EXPENSES	
576.20.00.00 Culture & Recreation - Park Facility	
576.20.100.00 Board of Commissioners Expenditures	
576.20.100.10.00 BOC Stipend	114.00
576.20.100.30.10 BOC Supplies - Office Supplies	7.64
576.20.100.40.20 BOC Services - Transcription	366.00
Total 576.20.100.00 Board of Commissioners Expenditures	487.64
576.20.200 Executive Expenditures	
576.20.200.10.10 Executive Salary & Wages	3,750.00
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation	562.50

	TOTAL
(Benefits stipend)	
Total 576.20.200 Executive Expenditures	4,312.50
576.20.400.00.00 Pool Expenditures	
576.20.400.10.00 Pool Salaries & Wages	
576.20.400.10.10 Pool S&W - Lifeguards	5,940.78
576.20.400.10.20 Pool S&W - Instructors	6,007.53
576.20.400.10.40 Pool S&W - Aquatics Manager	4,583.34
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	4,473.14
576.20.400.10.60 Pool S&W - Front Desk	2,820.25
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,458.37
Total 576.20.400.10.00 Pool Salaries & Wages	25,283.41
576.20.400.20.00 Pool Personnel Benefits	
576.20.400.20.11 Pool Benefits - FICA	2,289.34
576.20.400.20.12 Pool Benefits - WA Unemployment	1,490.28
Total 576.20.400.20.00 Pool Personnel Benefits	3,779.62
576.20.400.30.00 Pool Supplies	
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	
576.20.400.30.13 Pool Supplies - Program, Special Events	57.33
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	114.64
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	171.97
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	83.71
576.20.400.30.22 Pool Supplies - Maint., Janitorial	723.90
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	562.60
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	1,370.21
576.20.400.30.30 Pool Supplies - Resale Inventory	444.81
Total 576.20.400.30.00 Pool Supplies	1,986.99
576.20.400.40.00 Pool Services	
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	1,251.07
576.20.400.40.30 Pool Svcs. - Advertising & Promotion	
576.20.400.40.31 Pool Svcs. - A&P,	240.00

	TOTAL
Material Development	
576.20.400.40.33 Pool Svcs. - Ads/Postings	135.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	375.00
576.20.400.40.60 Pool Svcs. - Utilities	
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	317.70
576.20.400.40.62 Pool Svcs. - Utilities, Gas	2,915.94
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	54.05
Total 576.20.400.40.60 Pool Svcs. - Utilities	3,287.69
576.20.400.40.90 Pool Svcs. - Miscellaneous Services	
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	1,654.00
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)	105.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	1,759.00
Total 576.20.400.40.00 Pool Services	6,672.76
Total 576.20.400.00.00 Pool Expenditures	37,722.78
Total 576.20.00.00 Culture & Recreation - Park Facility	42,522.92
576.20.300 Shared Expenditures	
576.20.300.30.00 Shared Supplies	
576.20.300.30.00 Shared Supplies - Office/Computer Supplies (Consumable)	
576.20.300.30.11 Shared Supplies - Office Supplies (Consumables)	34.39
Total 576.20.300.30.00 Shared Supplies - Office/Computer Supplies (Consumable)	34.39
Total 576.20.300.30.00 Shared Supplies	34.39
576.20.300.40.00 Shared Services	
576.20.300.40.20 Shared Services - Legal Services	225.00
576.20.300.40.30 Shared Services - Communications	
576.20.300.40.35 Shared Services - Communications, Software Programs (non-financial)	46.41
576.20.300.40.37 Shared Services - Communications, Printing & Copying	137.83
Total 576.20.300.40.30 Shared Services - Communications	184.24
576.20.300.40.50 Shared Services - Payroll Service	425.98
576.20.300.40.80 Shared Services - Risk Management Services	
576.20.300.40.81 Shared Services - Risk	90.00

	TOTAL
Mgmt, Security & Fire Alarms	
Total 576.20.300.40.80 Shared Services - Risk Management Services	90.00
576.20.300.40.90 Shared Services - Financial Services	
576.20.300.40.92 Shared Services - Financial Svcs., CPA	195.00
Total 576.20.300.40.90 Shared Services - Financial Services	195.00
Total 576.20.300.40.00 Shared Services	1,120.22
Total 576.20.300 Shared Expenditures	1,154.61
Total Expenses	\$43,677.53
NET OPERATING INCOME	\$ -21,749.14
OTHER INCOME	
369.91.00 Other Miscellaneous Income	
369.91.10 Scholarship Funds Applied	1,654.00
Total 369.91.00 Other Miscellaneous Income	1,654.00
Total Other Income	\$1,654.00
OTHER EXPENSES	
Ask My Accountant	1,000.00
Total Other Expenses	\$1,000.00
NET OTHER INCOME	\$654.00
NET INCOME	\$ -21,095.14



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2016 BUDGET - FY16 P&L

January - September, 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	431,037.71	395,246.00	35,791.71	109.06 %
313.11.00 Sales Tax Collected	5,175.15	4,302.00	873.15	120.30 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	2,380.57	1,269.00	1,111.57	187.59 %
341.70.20 Untaxable Merchandise	1,532.81	522.00	1,010.81	293.64 %
Total 341.70.00 Sales of Merchandise	3,913.38	1,791.00	2,122.38	218.50 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	17,096.35	15,300.00	1,796.35	111.74 %
347.30.20 Activity Fees - General Admissions (Taxable)	23,515.69	23,400.00	115.69	100.49 %
347.30.30 Activity Fees - Special Events (Taxable)	1,036.89	1,350.00	-313.11	76.81 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	51,942.02	65,994.00	-14,051.98	78.71 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	694.39	1,125.00	-430.61	61.72 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		747.00	-747.00	
347.90.00 Other Fees - pass through to Red Cross	100.00	144.00	-44.00	69.44 %
Total 347.00.00 Cultural and Recreation	94,385.34	108,060.00	-13,674.66	87.35 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	2,016.61	2,700.00	-683.39	74.69 %
362.40.20 Equipment and Locker Rentals - Taxable	595.58	747.00	-151.42	79.73 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	40,531.32	31,500.00	9,031.32	128.67 %
Total 362.00.00 Rents, Leases and Concessions	43,143.51	34,947.00	8,196.51	123.45 %
369.00.10 Misc. Income - Other, Unapplied Cash Payment Income	267.63		267.63	
Total Income	\$577,922.72	\$544,346.00	\$33,576.72	106.17 %
EXPENSES				
576.20.00.00 Culture & Recreation - Park Facility				
576.20.100.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	465.50	3,744.00	-3,278.50	12.43 %
576.20.100.30.10 BOC Supplies - Office Supplies	56.86	180.00	-123.14	31.59 %
576.20.100.30.20 BOC Supplies - Equipment	130.45	144.00	-13.55	90.59 %
576.20.100.30.30 BOC Supplies - Meeting Food	191.91	250.00	-58.09	76.76 %
576.20.100.40.10 BOC Services - Consultant Fees	23.50	500.00	-476.50	4.70 %
576.20.100.40.20 BOC Services - Transcription	4,558.00	2,394.00	2,164.00	190.39 %
576.20.100.40.30 BOC Services - Meeting Site Rental	300.00	747.00	-447.00	40.16 %
576.20.100.40.40 BOC Services - Public Records Requests	16.43	747.00	-730.57	2.20 %
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		144.00	-144.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation	58.45	144.00	-85.55	40.59 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees	250.00	486.00	-236.00	51.44 %
576.20.100.40.70 BOC Services - Notices & Ads	812.73	747.00	65.73	108.80 %
576.20.100.50.10 BOC Intergovernmental Costs - Election Expenses	5,988.43	5,900.00	88.43	101.50 %
Total 576.20.100.00 Board of Commissioners Expenditures	12,852.26	16,127.00	-3,274.74	79.69 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	32,604.09	33,750.00	-1,145.91	96.60 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	3,656.24	5,058.00	-1,401.76	72.29 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		2,727.00	-2,727.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		684.00	-684.00	
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		342.00	-342.00	
576.20.200.40.11 Executive Services - Development, Travel/Transportation		144.00	-144.00	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		369.00	-369.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)	82.42	486.00	-403.58	16.96 %
Total 576.20.200 Executive Expenditures	36,342.75	43,560.00	-7,217.25	83.43 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	55,570.89	50,745.00	4,825.89	109.51 %
576.20.400.10.20 Pool S&W - Instructors	28,247.98	24,291.00	3,956.98	116.29 %
576.20.400.10.30 Pool S&W - Head Guards	36,115.08	43,275.00	-7,159.92	83.45 %
576.20.400.10.40 Pool S&W - Aquatics Manager	41,010.47	41,247.00	-236.53	99.43 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	17,090.14	22,000.00	-4,909.86	77.68 %
576.20.400.10.60 Pool S&W - Front Desk	30,824.55	36,097.00	-5,272.45	85.39 %
576.20.400.10.70 Pool S&W - Overtime	573.19		573.19	
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	8,892.28	9,778.00	-885.72	90.94 %
576.20.400.10.90 Miscellaneous Payroll expense (Garnishment)	14.27		14.27	
Total 576.20.400.10.00 Pool Salaries & Wages	218,338.85	227,433.00	-9,094.15	96.00 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	19,920.40	17,136.00	2,784.40	116.25 %
576.20.400.20.12 Pool Benefits - WA Unemployment	11,207.34	4,284.00	6,923.34	261.61 %
576.20.400.20.13 Pool Benefits - L & I	2,129.16	2,142.00	-12.84	99.40 %
Total 576.20.400.20.00 Pool Personnel Benefits	33,256.90	23,562.00	9,694.90	141.15 %
576.20.400.30.00 Pool Supplies				
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment				
576.20.400.30.11 Pool Supplies - Program, Exercise Classes	179.40	144.00	35.40	124.58 %
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	732.46	1,350.00	-617.54	54.26 %
576.20.400.30.13 Pool Supplies - Program, Special Events	784.65	1,044.00	-259.35	75.16 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	1,509.87	1,494.00	15.87	101.06 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	1,368.17	1,683.00	-314.83	81.29 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	4,574.55	5,715.00	-1,140.45	80.04 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	7,286.85	7,974.00	-687.15	91.38 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	4,991.82	3,294.00	1,697.82	151.54 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	1,392.49	450.00	942.49	309.44 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	385.18	500.00	-114.82	77.04 %
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	14,056.34	12,218.00	1,838.34	115.05 %
576.20.400.30.30 Pool Supplies - Resale Inventory	2,368.78	900.00	1,468.78	263.20 %
576.20.400.30.40 Pool Supplies - Miscellaneous	283.72	144.00	139.72	197.03 %
Total 576.20.400.30.00 Pool Supplies	21,283.39	18,977.00	2,306.39	112.15 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	4,154.11	3,600.00	554.11	115.39 %
576.20.400.40.20 Pool Svcs. - Translation Services	766.21	900.00	-133.79	85.13 %
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - A&P, Material Development	660.00	2,250.00	-1,590.00	29.33 %
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	2,199.75	2,997.00	-797.25	73.40 %
576.20.400.40.33 Pool Svcs. - Ads/Postings	705.00	450.00	255.00	156.67 %
576.20.400.40.34 Promotional Supplies	521.67		521.67	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	4,086.42	5,697.00	-1,610.58	71.73 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees		1,683.00	-1,683.00	
Total 576.20.400.40.40 Pool Svcs. - Staff Development		1,683.00	-1,683.00	
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment	452.00	747.00	-295.00	60.51 %
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease		8,622.00	-8,622.00	
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases	452.00	9,369.00	-8,917.00	4.82 %
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	11,231.67	11,997.00	-765.33	93.62 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	34,579.81	36,000.00	-1,420.19	96.06 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	3,570.03	3,150.00	420.03	113.33 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	929.81	5,940.00	-5,010.19	15.65 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		747.00	-747.00	
Total 576.20.400.40.60 Pool Svcs. - Utilities	50,311.32	57,834.00	-7,522.68	86.99 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	12,115.02	14,994.00	-2,878.98	80.80 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	2,725.39	2,997.00	-271.61	90.94 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	14,840.41	17,991.00	-3,150.59	82.49 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)		144.00	-144.00	
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	8,512.50	8,334.00	178.50	102.14 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)	991.00	144.00	847.00	688.19 %
576.20.400.40.93 Pool Svcs. - Misc., Aerobics Partner (pass through)		1,494.00	-1,494.00	
576.20.400.40.93 Pool Svcs. - Misc., Other Service		747.00	-747.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	9,503.50	10,719.00	-1,215.50	88.66 %
Total 576.20.400.40.00 Pool Services	84,113.97	107,937.00	-23,823.03	77.93 %
Total 576.20.400.00.00 Pool Expenditures	356,993.11	377,909.00	-20,915.89	94.47 %
Total 576.20.00.00 Culture & Recreation - Park Facility	406,188.12	437,596.00	-31,407.88	92.82 %
576.20.300 Shared Expenditures				
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Shared Supplies - Office/Computer Supplies (Consumable)				
576.20.300.30.11 Shared Supplies - Office Supplies (Consumables)	713.27	747.00	-33.73	95.48 %
576.20.300.30.12 Shared Supplies - Printing & Copying (Consumables)	333.66	675.00	-341.34	49.43 %
Total 576.20.300.30.00 Shared Supplies - Office/Computer Supplies (Consumable)	1,046.93	1,422.00	-375.07	73.62 %
576.20.300.30.20 Office/Computer Equipment (Non-Consumables)	940.98	747.00	193.98	125.97 %
Total 576.20.300.30.00 Shared Supplies	1,987.91	2,169.00	-181.09	91.65 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 Shared Services - IT/Computer Service	359.00	2,547.00	-2,188.00	14.10 %
576.20.300.40.20 Shared Services - Legal Services	5,058.33	10,305.00	-5,246.67	49.09 %
576.20.300.40.30 Shared Services - Communications				
576.20.300.40.31 Shared Services - Communications, Telephone	181.28	546.00	-364.72	33.20 %
576.20.300.40.32 Shared Services - Communications, Postage	44.87	369.00	-324.13	12.16 %
576.20.300.40.33 Shared Services - Communications, Website & Email Hosting	2,407.95	369.00	2,038.95	652.56 %
576.20.300.40.34 Shared Services - Communications, Internet/VoIP Phones	5,804.10	6,444.00	-639.90	90.07 %
576.20.300.40.35 Shared Services - Communications, Software Programs (non-financial)	1,293.33	1,048.00	245.33	123.41 %
576.20.300.40.37 Shared Services - Communications, Printing & Copying	3,816.05	2,250.00	1,566.05	169.60 %
Total 576.20.300.40.30 Shared Services - Communications	13,547.58	11,026.00	2,521.58	122.87 %
576.20.300.40.40 Shared Services - Bank Charges	687.68	1,350.00	-662.32	50.94 %
576.20.300.40.50 Shared Services - Payroll Service	4,136.52	2,115.00	2,021.52	195.58 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.60 Shared Services - Membership Dues	700.00	720.00	-20.00	97.22 %
576.20.300.40.70 Shared Services - Miscellaneous Services		747.00	-747.00	
576.20.300.40.80 Shared Services - Risk Management Services				
576.20.300.40.81 Shared Services - Risk Mgmt, Security & Fire Alarms	3,870.65	3,123.00	747.65	123.94 %
576.20.300.40.82 Shared Services - Risk Mgmt, Pest Control	489.62	594.00	-104.38	82.43 %
576.20.300.40.83 Shared Services - Risk Mgmt., Insurance	12,405.95	12,420.00	-14.05	99.89 %
Total 576.20.300.40.80 Shared Services - Risk Management Services	16,766.22	16,137.00	629.22	103.90 %
576.20.300.40.90 Shared Services - Financial Services				
576.20.300.40.91 Shared Services - Financial Svcs., Accounting	7,098.35	9,369.00	-2,270.65	75.76 %
576.20.300.40.92 Shared Services - Financial Svcs., CPA	5,196.00	7,497.00	-2,301.00	69.31 %
576.20.300.40.93 Shared Services - Financial Svcs., Software Programs (Financial)		369.00	-369.00	
Total 576.20.300.40.90 Shared Services - Financial Services	12,294.35	17,235.00	-4,940.65	71.33 %
Total 576.20.300.40.00 Shared Services	53,549.68	62,182.00	-8,632.32	86.12 %
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 Shared IG - External Taxes and Operating Assessments	49.00	3,744.00	-3,695.00	1.31 %
576.20.300.50.40 Shared IG - Annual Permits	593.00	594.00	-1.00	99.83 %
576.20.300.50.60 Shared IG - State Audit		3,744.00	-3,744.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	642.00	8,082.00	-7,440.00	7.94 %
Total 576.20.300 Shared Expenditures	56,179.59	72,433.00	-16,253.41	77.56 %
586.00.300.00.00 Sales Tax Paid	3,057.36	4,302.00	-1,244.64	71.07 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 Debt Service Principle - City Bridge Loan	80,391.91	79,263.00	1,128.91	101.42 %
591.76.300.70.20 Debt Service Principle - Loans and Bonds	46,537.07	46,869.00	-331.93	99.29 %
Total 591.76.300.70.00 Debt Service Principle	126,928.98	126,132.00	796.98	100.63 %
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 Debt Service Interest - City Bridge Loan	10,701.41	12,023.00	-1,321.59	89.01 %
592.76.300.80.20 Debt Service Interest - Loans and Bonds	10,027.93	9,697.00	330.93	103.41 %
Total 592.76.300.80.00 Debt Service Interest	20,729.34	21,720.00	-990.66	95.44 %
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.30.00 Park Facility Improvements - CIP Supplies	25,917.53	25,000.00	917.53	103.67 %
595.76.300.40.00 Park Facility Improvement - CIP Services	23,977.25	25,000.00	-1,022.75	95.91 %
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)	49,894.78	50,000.00	-105.22	99.79 %
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Transfers Out - Capital Improvement Fund		0.00	0.00	
Total 597.00.300.00.00 Transfers Out		0.00	0.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenses	\$662,978.17	\$712,183.00	\$ -49,204.83	93.09 %
NET OPERATING INCOME	\$ -85,055.45	\$ -167,837.00	\$82,781.55	50.68 %
OTHER INCOME				
361.10.00 Interest and Other Earnings	1,177.29	630.00	547.29	186.87 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations		180.00	-180.00	
Total 367.10.00 Contributions from Private Sources		180.00	-180.00	
369.91.00 Other Miscellaneous Income	110.78		110.78	
369.91.10 Scholarship Funds Applied	8,512.50	8,334.00	178.50	102.14 %
Total 369.91.00 Other Miscellaneous Income	8,623.28	8,334.00	289.28	103.47 %
397.00.00 Transfers In				
397.00.10 Transfers In - CIP Account		0.00	0.00	
Total 397.00.00 Transfers In		0.00	0.00	
Total Other Income	\$9,800.57	\$9,144.00	\$656.57	107.18 %
OTHER EXPENSES				
Ask My Accountant	1,000.00		1,000.00	
Duplicate Credit Card Transactions		-1,551.63	1,551.63	
Duplicate Deposits		-1,360.00	1,360.00	
Duplicate Payroll Transactions		313.29	-313.29	
Total Ask My Accountant	1,000.00	-2,598.34	3,598.34	-38.49 %
Reconciliation Discrepancies	-150,000.00	-150,000.00	0.00	100.00 %
Transfer Activity				
City Bridge Loan Principle	-17,469.04		-17,469.04	
Total Transfer Activity	-17,469.04		-17,469.04	
Total Other Expenses	\$ -166,469.04	\$ -152,598.34	\$ -13,870.70	109.09 %
NET OTHER INCOME	\$176,269.61	\$161,742.34	\$14,527.27	108.98 %
NET INCOME	\$91,214.16	\$ -6,094.66	\$97,308.82	-1,496.62 %



State of Washington
Department of Revenue
PO Box 47464
Olympia, WA 98504-7464

September 2016 Combined Excise Tax Return

603-151-833
TUKWILA POOL METROPOLITAN PARK DISTRICT

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	425.40	425.40	0.00	0.0150	0.00
0002	Retailing	3,992.57	3,992.57	0.00	0.00471	0.00
		4,417.97	4,417.97	0.00		0.00

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	425.40
000299	Retailing	Other	3,992.57
			4,417.97

Explanations for Other Deductions

Deduction Code	Explanation
000499	000499
000299	000299

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	3,992.57	0.00	3,992.57	0.0650	259.52
		3,992.57	0.00	3,992.57		259.52

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	3,992.57	0.0300	119.78
			3,992.57		119.78

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	259.52
Local and Regional Tax Total	119.78
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	379.30
Less Total Credits	0.00

Total	379.30
Amount Paid	379.30
Balance	0.00

Additional Information

Confirmation Number	19049362	Date Printed	11/9/2016
Date and Time Submitted	10/6/2016 5:17:45 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Paul Ankenman
Total Amount Paid	379.30	Phone Number	(206)267-2350
Date To Transfer Payment	10/26/2016	E-Mail Address	accounting@tukwilapool.org
Person Authorizing Payment	Alan Dance		

This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

August 16 - September 15, 2016

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
213.10 US Bank Dave CC - 4167			
08/17/2016	Amazon.com	Beverage Dispenser for Punch for Special Events	31.35
08/17/2016	Franz Family Bakery 90	Cookies for Saturday Event	11.94
08/17/2016	Costco Wholesale	Plastic Forks and Cups	21.00
08/18/2016	Amazon.com	Life Jackets	57.32
08/19/2016	Amazon.com	Bike Rack	43.95
08/20/2016	Costco Wholesale	Cake and fruit for special event	56.95
08/20/2016	Bartell Drugs	Batteries	7.11
08/20/2016	Bartell Drugs	Batteries	7.65
08/21/2016	Lowe's	Neverkink hose for cleaning	38.30
08/24/2016	USPS	Stamps	9.40
08/26/2016	Amazon.com	Door handle and lock for bathroom	47.86
08/29/2016	Adobe	Adobe Subscription Credit	-16.41
08/29/2016	Amazon.com	Life Jackets	68.94
08/29/2016	Adobe	Adobe Subscription Credit	-16.41
09/03/2016	Amazon.com	Life Jackets	114.64
09/09/2016	WhenToWork, Inc	Monthly employee scheduling service	30.00
09/09/2016	Springboards and More	Hinge assembly for diving board \$200.25	413.75
		Complete roller block assembly for diving board \$213.50	
09/10/2016	Cash & Carry	Resale inventory	324.11
09/12/2016	Costco Wholesale	Gatorade for resale	120.70
09/12/2016	American Red Cross	Lifeguard Re certification for pool staff	105.00
09/12/2016	Lowe's	Drill bits and concrete bolts for bike rack	148.85
Total for 213.10 US Bank Dave CC - 4167			\$1,626.00
213.11 Executive Director Credit Card - 9276			
08/17/2016	Cash & Carry	Resale Products: Food	107.68
08/19/2016	Ikea	Storage cabinets for behind the front desk	226.67
08/19/2016	Staples	Uniform Supplies: Name Badges	63.42
09/02/2016	Craigslist	Postings: Hiring for Pool Staff	135.00
09/05/2016	Office Depot	Fingerprinting Supplies	12.68
09/08/2016	Adobe	Monthly Acrobat Pro Subscription	16.41
09/12/2016	Ikea	Frames for new mission, vision, values	7.64
Total for 213.11 Executive Director Credit Card - 9276			\$569.50
576.20.00.00 Culture & Recreation - Park Facility			\$1,933.16
576.20.300 Shared Expenditures			\$262.34

TPAC REPORT

On Oct 15th TPAC met at TCC

Items discussed were : Budget updates, emergency procedures, signage and marketing.

Emergency procedures came up since we were expecting a wind storm on the day of the event. Thankfully they were not needed.

The volunteer sign in sheet is now being used for all future events. This is intended to be able to contact volunteers if needed as well as track who may be in the building in case of an emergency.

We also want to order some reusable event banners that can be hung in the breezeway and seen by pedestrians and drivers. Even after we get a monument sign they can still be used for 3rd saturday events.

Jen also gave us an update on key staffing changes with Paul and De'sean leaving.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Formation of an Ad Hoc Hiring Committee**

ISSUE

Shall there be an Ad Hoc Hiring Committee to assist the Executive Director in hiring a new Aquatics Manager for the Tukwila Pool?

FINANCIAL IMPACT

None

BACKGROUND

The Tukwila Pool Aquatics Manager resigned his position effective November 22, 2016 and a new Aquatics Manager is needed.

The Executive Director supervises the Aquatics Manager and has final responsibility for hiring operational staff. The attached position description was reviewed and has been posted on multiple platforms starting November 9, 2016.

DISCUSSION

The Executive Director requests the formation of an Ad Hoc Committee to assist with interviewing and evaluating Aquatics Manager candidates.

RECOMMENDATION

It is recommended that an Ad Hoc Hiring Committee is formed and one or two members of the Board of Commissioners be appointed to serve on this committee.

ATTACHMENTS

1. Aquatics Manager position description



AQUATICS MANAGER

Position Description

SUMMARY

The Aquatics Manager position is the lead for all operational aspects of the Tukwila Pool facility. Plans, organizes and coordinates a variety of aquatic activities for all ages and abilities; including, but are not limited to, swim lessons, open swims, rentals, CPR and Lifeguard certification classes, and special events. Also responsible for managing the daily and minor maintenance of the facility and working with contractors on major maintenance and upkeep. Leads, directs, and trains all aquatics employees. Reports to the Executive Director of the Tukwila Pool Metropolitan Park District.

QUALIFICATIONS

- Minimum two years of experience developing, scheduling and coordinating high-quality aquatic programming.
- Aquatic Facility Operator or Certified Pool Operator or the ability to be re-certified within 3 months of hire.
- Minimum one year of experience performing routine pool maintenance with a thorough understanding of how to keep a pool in excellent condition.
- Minimum three years' previous experience successfully supervising staff.
- Two years of experience in swim lesson instruction.
- Ability to use computer to create and send reports, correspondence, etc.
- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification.
- CPR for the Professional Rescuer or the ability to obtain within six months of hire.
- Community First Aid or the ability to obtain within six months of hire.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- The successful candidate must be able to pass an FBI & Washington State Patrol criminal background check

RESPONSIBILITIES

- Develop and oversee all aspects of programming with a focus on quality, customer satisfaction and maintaining the pool and as a valued community asset.
- Responsible for hiring, training, scheduling, providing daily supervision and evaluating all aquatic staff.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provide a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Develop a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.

- Ensure that the entire facility is maintained in excellent condition and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Inspects program equipment and facilities for safety hazards, implements corrective action as needed and plans for and purchases any new or replacement aquatic equipment.
- Develop and maintain budgetary goals and objectives in partnership with the Executive Director, including proper management of income and expenses.
- Serve as primary contact for issues related to pool staffing, programming, and facilities.
- Maintain effective communication with the Executive Director, working as a partner in the leadership of the pool on behalf of the TPMPD.
- Other duties as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

HOURS, SALARY & BENEFITS

This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.

- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: \$45,000 - \$55,000 per year DOE
- Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.

TO APPLY

Candidates who meet the minimum qualifications are invited to apply by sending a resume and cover letter to: JPCargill@TukwilaPool.org

The Tukwila Pool Metropolitan Park District is an Equal Opportunity Employer

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: November 14, 2016
SUBJECT: **Policy on Employee & Volunteer Background Checks**

ISSUE

Shall the board adopt a policy and procedures on employee and volunteer background checks?

FINANCIAL IMPACT

Resolution 2016-07 requires that the TPMPD have a policy of this nature, the cost of which is estimated to be approximately \$1000 in the first year and \$500 to \$800 in subsequent years.

BACKGROUND

Resolution 2016-07 was passed on June 13, 2016 requiring a record check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation, including a fingerprint check for all TPMPD employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

This policy was developed at the suggestion of WCIA who also provided a Criminal History Disclosure Form template for the TPMPD Employment Application which will support the procedures outlined in section 4.1.

Currently, there are no volunteer positions with the TPMPD or the Tukwila Pool that meet the requirements outlined in the resolution.

The TPMPD Executive Director was trained and certified to take and teach fingerprinting by the State of California, and Washington State recognizes these qualifications. Therefore, the policy provides for fingerprinting in-house or by a third party as needed.

DISCUSSION

Do the attached policy & procedures adequately provide for employee and volunteer background checks?

LEGAL REVIEW

The attached policy has been reviewed as to form by TPMPD Attorney Brian Snure.

RECOMMENDATION

It is recommended that the board adopt the attached policy either as written or with amendments as needed.

ATTACHMENTS

1. Draft Policy 430 - Criminal Background Checks
2. Addendum 430-A Criminal History Disclosure Form

430 – Criminal Background Checks

Table of Contents

1.0 Policy	1
2.0 Purpose	1
3.0 Definitions	1
4.0 Procedures	2
4.1 Notices on Applications	2
4.2 Obtaining Criminal Record	3
4.3 Screening the Criminal Record	3
4.4 Use Guidelines:	3
4.5 Verification of Background Checks	3

1.0 Policy

The Tukwila Pool Metropolitan Park District (District) requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

1. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the investigation.
2. If the prospective employee, volunteer, or independent contractor has had a record check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.
3. The District may in its discretion require that the prospective employee, volunteer, or independent contractor pay the costs associated with the record check.
4. The District shall provide a copy of the record report to the employee, volunteer, or independent contractor.

2.0 Purpose

Because the Tukwila Pool Metropolitan Park District provides services to children under the age of 16, developmentally disabled persons and vulnerable adults the District needs adequate information to properly screen prospective employees and/or volunteers who have unsupervised access to these groups. Additionally, most Tukwila Pool employees are responsible for collecting or disbursing cash or processing credit/debit card transactions.

3.0 Definitions

Applicant: (1) any prospective employee who is responsible for collecting or disbursing cash or processing credit/debit card transactions or will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the District. (2) any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the District.

Conviction record: "conviction record" information as defined in RCW [10.97.030](#) and [10.97.050](#) relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has

been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.

Crime against children or other persons: a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW [26.44.020](#); first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

Crimes relating to financial exploitation: a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

Unsupervised: not in the presence of (a) another employee or volunteer from the District or, (b) any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the District.

Vulnerable adult: vulnerable adult" as defined in chapter [74.34](#) RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW [43.43.832](#), it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

4.0 Procedures

Under the Child and Adult Abuse Information Act, requests for criminal history records information (CHRI) are limited to businesses or organizations licensed in the state of Washington; any agency of the state; or other governmental entities that educate, train, treat, supervise, house or provide recreation to developmentally disabled persons, vulnerable adults or children under the age of 16.

4.1 Notices on Applications

The District requires proper screening of all prospective applicants. If the District determines that a particular job or volunteer position requires a clear background check, the District will indicate this as a required qualification on the job description, volunteer assignment documentation, internal job postings, outside advertisements and/or written conditional job offers. In the case of existing employees who seek transfer or promotion to such a job, this same information should be made available to them when interest in changing positions is first discussed. The provision of advance notice will help defend a claim that the background check is being unfairly applied to employees on the basis of race, gender or other factors.

RCW 43.43.834 requires an entity to notify an applicant who may be offered a position as an employee or volunteer that a background check inquiry may be made before the organization actually makes the request for a conviction record to the WSP. Therefore, all TPMPD job descriptions shall include information on the background check requirement. Also, all employment applications shall include a criminal history form (see Addendum 430-A) which asks the applicant

to first disclose whether he or she:

- 4.1.1 *has been convicted of a crime*
- 4.1.2 *has had finding made against him or her in any civil adjudicative proceeding as defined in RCW 43.43.830; or*
- 4.1.3 *has both a conviction under 4.1.1 and findings made against him or her under 4.1.2) of this subsection.*

4.2 Obtaining Criminal Record

The District will request a Criminal History Record Inquiry (CHRI) through the Washington State Patrol (WSP) and through the Department of Justice (FBI) for nationwide review. Fingerprint cards may be completed in-house or through a 3rd party to be determined by the Executive Director.

4.3 Screening the Criminal Record

The CHRI should be limited to the subject's conviction record. Upon receipt of the CHRI, the District will screen the conviction record for crimes which would eliminate the candidate from consideration for employment or volunteer positions as are outlined RCW 43.43.830 and this policy. Once the results have been received by the District, a copy of the report must be provided to the applicant within 10 days. All information obtained from a background check should be retained in accordance with the current Washington State local government record retention schedule.

Under RCW 43.43.834, the District shall use this record only in making the initial employment or engagement decision. Violating this statute could subject the District to a civil action for damages.

4.4 Use Guidelines:

- **New Hires:** Background checks are required for all new hires. This includes all full-time, part-time, temporary part-time employees and volunteers. The background check may be satisfied pursuant to section 1.2 of this policy.
- **Rehires:** A background check is required for all rehires (including volunteers) that have been separated from the District for longer than 90 days. The background check may be satisfied pursuant to section 1.2 of this policy.

4.5 Verification of Background Checks

The results of the background check will be sent directly to the Executive Director who will review the report. If any discrepancies or criminal history are noted the Executive Director will make the final determination. The District reserves the right to consult with legal counsel.



CRIMINAL HISTORY DISCLOSURE FORM

Washington law (RCW 35.61.130) and the Tukwila Pool Metropolitan Park District (TPMPD) require all applicants applying for employment with the TPMPD submit to a criminal background check through the Washington State Patrol and the Department of Justice (FBI).

“Convictions” include judge or jury verdicts, guilty pleas, “Alford” pleas, pleas of “nolo contendere,” convictions arising from military service, or criminal offenses resulting in deferred or suspended sentences. Convictions includes felonies and misdemeanors.

The information collected by this form will be maintained in accordance with state law.

1. Have you ever been convicted of a crime? *(please note that answering “Yes” will not automatically disqualify you for employment)*

ANSWER: YES _____ NO _____

If YES, explain below. For each conviction, identify your name at the time of the conviction (if different from today), the underlying crime, the date of conviction, the sentence, and the jurisdiction (county/state or city/state) where the conviction was entered.

2. Have you ever had findings made against you in any judicial or administrative adjudicative proceeding that resulted in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult?

ANSWER: YES _____ NO _____

If YES, explain below for each such finding.



CRIMINAL HISTORY DISCLOSURE FORM (Page 2)

By signing below, I certify, under penalty of perjury under the laws of the State of Washington, that the information provided on this form is true, correct, and complete. I understand that if I am hired, I can be discharged for any misrepresentations or omissions in this form. I further understand that if I am hired, the TPMPD will do a criminal background check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation, including a fingerprint check, and that my employment with the TPMPD is contingent upon successful passage of this background check.

*Pursuant to Washington law, RCW 43.43.834, each applicant must be notified that a criminal background check will be conducted. Once an inquiry is made, an employer **must** notify an applicant of the Washington State Patrol's response within ten (10) days after the response is received. The employer **must** provide a copy of the response to the applicant and shall notify the applicant of such availability. The employer is responsible for any fees charged by Washington State Patrol for a criminal background check. Records provided by the Washington State Patrol and Department of Justice (FBI) shall **only** be used by an employer for initial employment decisions and shall be kept confidential.*

Applicant Name (Print) _____

Alias/Maiden Names _____

Date of Birth _____

Applicant Signature _____

Date Signed _____

Signed in _____, Washington

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Jennafer Price Cargill, Executive Director

DATE: November 14, 2016

SUBJECT: **2017 Tax Levy Resolutions**

ISSUE

Approval of resolutions adopting general property tax levy for 2017 before December 5, 2016

FINANCIAL IMPACT

Approving these three resolutions will allow the TPMPD to continue collecting property tax revenue. King County's preliminary estimate of our property tax levy for 2017 is \$862,226.

DISCUSSION

A Public Hearing is scheduled on November 14, 2016 for review of the 2017 property tax levy as required by RCW 84.55.120. Three resolutions are necessary for the 2017 property tax levy.

Resolution – Tax Levy Increase

This resolution allows the TPMPD to receive an increase in levy income over what was received in 2016. It shows how much was received in 2016 and estimates how much could potentially be received in 2017 and the amount of that increase in both dollars and as a percent. In the interest of transparency, we have taken the \$862,277 estimate from the 2017 Preliminary Levy Limit worksheet and increased it to \$890,000 to cover possible increases in property values due to new construction and property improvements.

Resolution – Limit Factor Increase

The Washington Department of Revenue has provided a Rate of Inflation (IPD) that is less than one percent (0.953%) which means for a district to receive the 101% limit factor levy amount, a separate resolution must be passed by the TPMPD Board. The attached resolution allows the TPMPD to increase our limit factor 1.00% from the previous year and is required to apply the 1.00% increase for purposes of calculation. The increase is exclusive of new construction, improvements to property or increases in the value of State-assessed property.

Resolution – General Tax Levy

This resolution sets the general tax levy amount for 2017. The TPMPD was notified on November 2, 2016 that the assessed value for 2017 is projected to be \$5,751,820,403. The allowable levy projected by King County and documented on the 2017 Preliminary Levy Limit Worksheet with the increase in Limit Factor would come to \$3,641,786. Once adjusted to the TPMPD rate of .15 per \$1000, our estimated levy income in 2017 is \$862,777.56. However, the Resolution states a levy amount of \$890,000 including estimated refunds of \$954 to account for changes in new construction and property improvements.

RECOMENDATION

The Board is being asked to approve the resolutions relating to the tax levy at the November 2016 Board meeting after the public hearing.

LEGAL REVIEW

The attached resolutions have been reviewed as to form by the TPMPD Attorney, Brian Snure.

ATTACHMENTS

1. Draft Resolution – Tax Levy Increase Resolution
2. Draft Resolution – Limit Factor Increase Resolution
3. Draft Resolution – 2017 General Tax Levy Resolution
4. Preliminary Levy Limit Worksheet - 2017 Tax Roll

Tukwila Pool Metropolitan Park District

Resolution No. 2016-__

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT, INCREASING
THE REGULAR LEVY FROM THE PREVIOUS YEAR,
COMMENCING JANUARY 1, 2017, ON ALL PROPERTY, BOTH
REAL AND PERSONAL, IN COMPLIANCE WITH RCW 84.55.120.**

WHEREAS, the Tukwila Pool Metropolitan Park District has properly given notice of a public revenue source hearing held on November 14, 2016, pursuant to RCW 84.55.120; and

WHEREAS, the District's actual levy amount from the previous year (2016) was \$797,623; and

WHEREAS, the population of the District is greater than ten thousand; and

WHEREAS, after hearing and duly considering all relevant evidence and testimony presented, the Board has determined that in order to discharge its expected expenses and obligations it is in the District's best interest to increase property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of State-assessed property.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL
METROPOLITAN PARK DISTRICT HEREBY RESOLVE AS FOLLOWS:**

An increase in the regular property tax levy, is hereby authorized for the levy to be collected in 2017 in the amount of \$92,377 which is a percentage increase of 11.5815% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of State-assessed property, any annexations that have occurred and refunds made.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President, Board of Commissioners

Passed by the Commission: _____
Resolution Number: _____

Tukwila Pool Metropolitan Park District

Resolution No. 2016-__

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT
ESTABLISHING A SUBSTANTIAL NEED TO INCREASE THE
REGULAR PROPERTY TAXING LIMIT FACTOR ABOVE THE
RATE OF INFLATION.**

WHEREAS, the Governing Board of the Tukwila Pool Metropolitan Park District has met and considered its budget for calendar year 2017; and

WHEREAS, the Governing Board of the Tukwila Pool Metropolitan Park District, in the course of considering the budget for 2017, has reviewed all sources of revenues and examined all anticipated expenses and obligations; and

WHEREAS, the Governing Board of the Tukwila Pool Metropolitan Park District has determined that, due to increases in costs of operations in order to maintain the District's pool facilities and recreational services, the Governing Board finds that there is a substantial need to increase the regular property tax limit factor above the rate of inflation;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA
POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

The limit factor for the regular levy for calendar year 2017 shall be 101 per cent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA
POOL METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this ____ day of
_____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President, Board of Commissioners

Passed by the Commission: _____
Resolution Number: 2016-__

Tukwila Pool Metropolitan Park District

Resolution No. 2016-

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT LEVYING
THE GENERAL TAXES FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2017, ON ALL PROPERTY BOTH REAL AND
PERSONAL WITHIN SAID DISTRICT.**

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District has considered the District's anticipated financial requirements for 2017 and the amounts necessary and available to be raised by ad valorem taxes on real and personal property; and

WHEREAS, the final assessed valuation calculation has been determined;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL
METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

There shall be and hereby is levied on all real and personal property in the Tukwila Pool Metropolitan Park District, in King County, whose estimated assessed valuation is \$5,751,820,403, current taxes for the ensuing year commencing January 2017, in the amount of \$890,000 including \$954 in refunds.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA
METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of
_____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President, Board of Commissioners

Passed by the Commission: _____
Resolution Number: 2016-

PRELIMINARY

LEVY LIMIT WORKSHEET – 2017 Tax Roll

TAXING DISTRICT: **Tukwila Pool Metropolitan Park**

The following determination of your regular levy limit for 2017 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
3,597,872	Levy basis for calculation: (2016 Limit Factor) (Note 2)	3,597,872
1.0100	x Limit Factor	1.0095
3,633,851	= Levy	3,632,160
47,003,826	Local new construction	47,003,826
0	+ Increase in utility value (Note 3)	0
47,003,826	= Total new construction	47,003,826
0.14853	x Last year's regular levy rate	0.14853
6,981	= New construction levy	6,981
3,640,832	Total Limit Factor Levy	3,639,141
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
3,640,832	Total Limit Factor Levy + new lid lifts	3,639,141
5,751,820,403	÷ Regular levy assessed value less annexations	5,751,820,403
0.63299	= Annexation rate (cannot exceed statutory maximum rate)	0.63269
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
3,640,832	+ Limit Factor Levy	3,639,141
3,640,832	= Total RCW 84.55 levy	3,639,141
954	+ Relevy for prior year refunds (Note 5)	954
3,641,786	= Total RCW 84.55 levy + refunds	3,640,095
	Levy Correction: Year of Error _____ (+or-)	
3,641,786	ALLOWABLE LEVY (Note 6)	3,640,095
Increase Information (Note 7)		
0.63315	Levy rate based on allowable levy	0.63286
797,623	Last year's ACTUAL regular levy	797,623
2,836,228	Dollar increase over last year other than N/C – Annex	2,834,537
355.58%	Percent increase over last year other than N/C – Annex	355.37%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	5,751,820,403
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	4,313,865
	+Omitted assessments levy	0
	=Maximum statutory levy	4,313,865
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

Please read carefully the notes on the reverse side.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Jennafer Price Cargill, Executive Director

DATE: November 14, 2016

SUBJECT: Draft Interlocal Agreement with the Tukwila School District

ISSUE

Shall the TPMPD draft an interlocal agreement with the Tukwila School District (TSD)?

FINANCIAL IMPACT

If the attached agreement is signed by both parties with no changes, it will reduce TPMPD spending on certain items and forego spending on others. These include:

- Annual savings in the range of \$11,500 and up from the suspension of the lease payments to the TSD.
- Full-service grounds keeping from the TSD could be valued as high as \$10,000 annually.
- Use of TSD facilities for monthly Board meetings which would amount to an annual savings of \$720.

Additionally, any services above the current level of service provided by the TPMPD will be paid for annually or bi-annually by the TSD so the financial impact will be null for the TPMPD.

BACKGROUND

In early 2015, TPMPD staff were directed by the board to provide services for the TSD. A verbal agreement was made that the TSD would provide basic grounds keeping services in exchange for use of the pool facility Monday through Friday from 12:30pm to 2:30pm throughout the school year for the purpose of providing swim classes as a physical education option for students at Foster High School.

May 2016, I began reaching out to the TSD to open discussions for the creation of a formal written agreement with more equitable terms. Vanessa Zaputil and I met with TSD Superintendent Nancy Coogan on July 14th. August 26th David Perkins and I met with Foster HS Principal Pat Lawson and Althea Clark, TSD's Director of Strategy & Policy. September 28th I met with TSD Controller, Alphonso Melton. Mr. Melton was assigned responsibility for working with me on this project going forward.

On November 2, 2016, the TPMPD attorney informed us that "...RCW 43.09.210 establishes that governmental entities are required to pay full and true value for services rendered by another governmental entity." Attorney Snure further counsels that: "This statute is broadly interpreted to allow for a flexible and reasonable definition of 'full and true value.'"

We are additionally advised by Attorney Snure that "...best management practices dictate that there be a formal written agreement that adequately defines the relationship including compensation and liability issues."

DISCUSSION

The attached draft interlocal agreement was prepared by President Vanessa Zaputil with supporting information on operational logistics added by staff. The board should be aware that the TSD is currently reviewing this draft but have not yet provided their suggestions and requests for changes. An ILA that includes both TSD input and TPMPD board recommendations from today is intended to come to this body for adoption in December.

The current draft agreement allows the TPMPD to provide the same level of services to the TSD as we do currently, and in exchange we will receive services that are roughly equivalent in their value to the TPMPD. The values for services are calculated as:

TPMPD Services (totaling approximately \$23,320):

- Foster HS Swim Classes - value of ½ of the pool = 360 hrs. @ \$55 = \$19,800
- Foster HS Lifeguarding class – value of 3 lanes @ \$11 per lane = 90 hrs. @ \$33 = \$2,970
- 10 uses for curriculum as requested – value of ½ the pool = 10 hrs. @ \$55 = \$550

TSD Services (totaling approximately \$23,397):

- Lease of Property – value of annual lease until 2020 = \$11,497.50
- Board/Class Room use – value of meeting spaces = 75 hrs. @ \$20 = \$1,500
- Grounds Keeping Services – value of service = 52 wks. @ \$200 = \$10,400

In addition to the services described above, this agreement allows the TSD to request more services at a reasonable rate to ensure that TPMPD costs do not increase by providing these services. The rates for service are outlined at the end of Appendix A.

LEGAL REVIEW

This document has been reviewed for form by TPMPD Attorney Brian Snure.

RECOMMENDATION

It is recommended that this board closely consider the attached draft ILA and provide staff with specific requests and recommendations for changes.

ATTACHMENTS

1. Draft 1 ILA between TSD and TPMPD 2016

**INTERLOCAL AGREEMENT
BETWEEN THE
TUKWILA POOL METROPOLITAN PARK DISTRICT
AND THE
TUKWILA SCHOOL DISTRICT**

This AGREEMENT made and entered this _____ day of _____,
_____.

This Interlocal Agreement is made between the Tukwila Pool Metropolitan Park District, hereinafter referred to as (TPMPD) and the Tukwila School District, hereinafter referred to as (TSD), both municipal corporations under the State of Washington, collectively (the Parties).

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies, and;

WHEREAS, the residents of the City of Tukwila, in 2011, voted to form the TPMPD to preserve a Pool as a community facility for the use and benefit of the entire Tukwila community, and;

WHEREAS, the TPMPD and the TSD are mutually interested in an adequate program of community recreation, and;

WHEREAS, the TPMPD and TSD in the interest of providing the best service with the least possible expenditure of public funds, full cooperation between the TPMPD and TSD is necessary, and;

WHEREAS, the TSD desires to use TPMPD aquatic facilities for conducting interscholastic swimming and aquatic sports programs, and;

WHEREAS, the TPMPD desires to use TSD facilities and services for providing an aquatics facility to the community, and;

WHEREAS, both the TPMPD and the TSD agree that coordinated and cooperative scheduling of public facilities is the best way to maximize the beneficial use of these facilities while ensuring they are maintained as sustainable community assets, and;

WHEREAS, both the TPMPD and the TSD will benefit from using an agreement which defines and protects the interests of both parties.

NOW THEREFORE, IN CONSIDERATION of the benefits to be derived and the terms and conditions set forth herein the TPMPD and the TSD do hereby agree as follows:

A. TPMPD Facilities

The TPMPD agrees to make its Aquatic Facilities available to the TSD after the scheduling requirements for its own programs have been met. Aquatic Facilities include, but are not limited to, the Tukwila Pool, locker rooms, showers and related equipment owned by the TPMPD. A description of the TPMPD Facilities availability for joint use programming under this agreement and agreed upon priorities are included as Appendix A.

B. TSD Facilities

The TSD agrees to make meeting space/classroom facilities available to the TPMPD after the scheduling requirements for its own programs have been met. A description of the TPMPD Facilities availability for joint use programming under this agreement and agreed upon priorities are included as Appendix A.

C. TSD Services

The TSD agrees to provide lawn cutting and landscaping services for the TPMPD owned property located on TSD owned land. These services shall, at minimum, maintain the TPMPD grounds to the same level as the TSD Administration building.

D. Scheduling

Scheduling and available hours shall be pursuant to Appendix A. The TPMPD and the TSD shall designate staff responsible for scheduling facilities.

E. Staffing

1. TPMPD Responsibilities:

- i. The TPMPD shall provide adequate personnel to supervise TPMPD activities in/on school facilities.
- ii. Unless otherwise specifically provided for, the TPMPD shall not be responsible for providing lifeguards or other safety personnel, however, it is also provided that TPMPD staff will have the authority to supervise student behavior at the Aquatics Facility during TSD usage times.
- iii. The TPMPD shall provide a copy of Tukwila Pool Rules to the TSD personnel (Appendix C).

2. TSD Responsibilities:

- i. The TSD shall provide adequate personnel to supervise school activities held in/on TPMPD facilities. Such personnel shall have current lifeguard certification, current CPR certification and current First Aid certification.
- ii. The TSD shall provide the TPMPD with copies of all required certification before use of the Tukwila Pool, and assume sole responsibility for ensuring compliance with subsection (E) (2) (ii) above.
- iii. The TSD personnel shall ensure that School programs be conducted in conformance with safety regulations adopted by the Washington State Board of Health, and as amended, and in compliance with the Tukwila Pool Rules. (Appendix C).
- iv. The TSD shall compensate the TSD for additional TPMPD staff services as invoiced and submitted in accordance with this agreement.

F. Fees

Any fees and or charges shall be set forth in Appendix A.

G. Termination

Either Party may terminate this Agreement as it relates to any or all facilities upon giving to the other Party twelve (12) months advance written notice of intention to terminate

H. Indemnification

The TPMPD shall defend, indemnify and hold harmless the TSD, its officers, officials, employees, agents and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, including all legal costs and attorney fees, arising out of or in connection or as a result of this Agreement except only such injury or damage as shall have been occasioned by the sole negligence of the TSD.

The TSD shall defend, indemnify and hold harmless the TPMPD, its officers, officials, employees, agents and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, including all legal costs and attorney fees, arising out of or in connection or as a result of this Agreement except only such injury or damage as shall have been occasioned by the sole negligence of the TPMPD.

The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this section shall survive the expiration or termination of this Agreement.

I. Insurance

The TPMPD and the TSD shall purchase and maintain for the duration of this Agreement Commercial General Liability Insurance in an amount not less than \$2,000,000 per occurrence limit and not less than \$2,000,000 general aggregate policy limit. The owner Party shall be named as an additional insured on the user Party's Commercial General Liability Insurance policy. Each Party's Commercial General Liability Insurance shall include coverage for participant liability. A certificate of insurance evidencing the required insurance shall be furnished to the other Party. The insurance certificate shall give a thirty (30) day notice of cancellation.

The insurance policies shall contain, or be endorsed to contain that the insurance coverage of the Party using the other's facility shall be the primary insurance for liability arising from such use or facility responsibility. Any insurance, self-insurance, or insurance pool coverage maintained by the owner of the facility shall be in excess of the user's insurance and shall not contribute with it.

The aforementioned insurance coverage may be provided by comparable insurance risk pool coverage, and a coverage letter from the risk pool administrator may be provided in lieu of a certificate of insurance.

J. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the TPMPD's right to indemnification under Section H of this Agreement.

K. Assignment

The rights, duties and obligations of either Party to this Agreement may not be assigned to any third party without the prior written consent of the other Party, which consent shall not be unreasonably withheld

L. Non Discrimination

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race color, creed, national origin, age, except minimum age and retirement provisions, marital status or the presence of any sensory, mental or physical handicap.

M. Notices

Any Notice required under this Agreement will be in writing, addressed to the appropriate Party at the address which appears below (as may be modified from time to time by such Party), and given personally, by registered or certified mail return receipt requested, or by a nationally recognized courier service. All notices shall be effective upon the date of receipt.

Executive Director, Tukwila Pool MPD
4414 S. 144th St. Tukwila, WA 98168

Superintendent, Tukwila School District
4640 S. 144th St, Tukwila WA 98168

N. Severability

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the TPMPD and the TSD, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a

valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

O. Entire Agreement

This Agreement, including Appendices, contains the entire Agreement between the Parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties hereto. Either Party may request changes in the Agreement, Proposed changes which are mutually agreed upon shall be incorporated by written amendment or Appendix to this Agreement

In WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf:

Tukwila Pool MPD

BY _____
Jennafer Price Cargill, TPMPD Executive Director

Tukwila School District

BY _____
Nancy Coogan TSD Superintendent

DRAFT

APPENDIX A

GUIDELINES FOR JOINT USE

- A. Each Party will make its facilities available for use by the other Party after the scheduling requirements for its own programs have been met. For the purposes of this Agreement approved uses are as follows:
 - 1. Any instructional, information, recreational, athletic, social, or community program which is initiated, organized, managed, scheduled and supervised by the owner Party, or
 - 2. Any public or community meeting which is initiated, organized, managed, scheduled and supervised by the owner Party, and
 - 3. Is approved in writing for their Facilities respectively by the TPMPD or TSD.
- B. Priority Scheduling.
 - 1. First priority scheduling will be given to youth programming such as instructional programs, after-school programs, student athletic team practice and competition, summer day camps, and student clubs.
 - 2. Second priority will be given to adult or community events that do not directly benefit youth such as public meetings, or events for the general public.
- C. The mutual goal of the TPMPD and TSD will be to maintain program continuity, giving adequate notification of scheduling changes or Facility use to allow completion of a program cycle. When possible, each Party will assist the other in locating alternative spaces.
- D. Each user will maintain its joint use spaces and equipment and will cooperate in expediting the repair of damage which may occur as a result of scheduled programs/usage.
- E. Where possible the TPMPD and TSD will pursue opportunities to develop and improve joint use facilities and equipment to support programming and use by both Parties.

ANNUAL JOINT USE SCHEDULING CONFIRMATION PROCESS

This Agreement seeks to provide a framework and administrative support for collaboration and decision making among TSD staff, and TPMPD staff.

- A. **Joint Use Scheduling Process.** The Joint Use planning and decision making will occur between January and April for the upcoming school year as outlined below. Note: the TPMPD will initiate the process assuming that all joint use programming scheduled the preceding year will be included in the schedule for the upcoming year unless otherwise negotiated.
 - 1. The Parties agree to meet during January of each year to review schedules for the following school year for all joint use activities, specifically, but not limited to pool times, use of meeting spaces and classrooms. Such pre-planning meetings will include, at minimum, the primary contacts for each Party, such as the Aquatics Manager, the TSD Athletic Coordinator, and School Principal.
 - 2. By the second Monday of February of each year, a TPMPD Representative will deliver a joint use scheduling confirmation form (Appendix B-2) for the upcoming school year to the Principal of each joint use school, the TSD Athletic Director, and the TSD Administration Office. The form will list the TPMPD use of TSD facilities that are proposed to continue, and current school usage of TPMPD facilities. Any new requests will be identified.
 - 3. Upon receiving the confirmation form, a school principal/Athletic Director will identify which school activities will continue in the upcoming year and identify new school needs for use of TPMPD facilities for the upcoming year. The TSD principal/Athletic Director may either approve the TPMPD schedule of joint use and return the confirmation form; or, by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments. The TSD Administration representative may either approve TPMPD facility usage for meetings, or by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments.
 - 4. Upon receiving the confirmation form completed from the TSD principal/Athletic Director, the TPMPD representative may either approve the school's proposed schedule of use, or contact the school principal to discuss the changes. Once both the school principal or TSD Administrative Representative and the TPMPD representative have signed the form, the TPMPD representative will send a copy of the agreement to the TSD school principal/Athletic Director and file it with the central scheduling office of both Parties.
 - 5. Signed agreements must be filed no later than the third Monday in April with the central scheduling office of both Parties.
 - 6. The TPMPD will provide the TSD with scheduled facility usage confirmation by July 15 for the upcoming school year.

7. Joint Use Scheduling may be amended through written mutual agreement of a TSD representative (principal, Athletic Director, administrator, etc.) and a TPMPD representative (Aquatics Manager or Executive Director). Each Party's central scheduling office must be notified of such amendments.

B. Resolving Space Availability Conflicts

1. Efforts at resolution of space availability issues are first encouraged directly between facility-based representatives. When the conflict involves more than one TPMPD usage or TSD program, all parties will be informed and involved in resolving the conflict. The central scheduling offices of both Parties will, whenever possible, identify options or ways to accommodate the interest of both Parties. When requests from schools conflict, the TSD Athletic office will assist in establishing priorities for school instructional and physical education programming.
2. If agreement cannot be reached on a scheduling request, the issue will be referred to the TSD Superintendent and the TPMPD Executive Director for resolution.

C. Change in Availability Notification. Both Parties agree to honor each other's scheduled events to the greatest extent possible and not disrupt scheduled programs. Should an unforeseen event occur which precludes a joint use activity or program from occurring; each Party will seek to accommodate the scheduled use if possible. A minimum of two calendar weeks is required to change a regularly scheduled program. This procedure will not apply when the facility is not in normal or safe usable condition due to situations which are beyond the owner Party's control – e.g. emergency or mandatory repairs/maintenance, pool contamination or other unplanned closures, Acts of God, etc.

D. Changes in Policy, Budget or Organization. When either Party contemplates a change in policy, budget or organization that could impact the provisions of this Agreement, that Party will consult with the other Party far enough in advance so that the other Party can analyze the impacts and plan for change.

E. Temporary Rescheduling or Priority Use. In the event the user Party communicates its inability to utilize its scheduled priority use, the owner Party may pursue scheduling other uses temporarily until the user Party is ready to resume its scheduled priority use. The user Party shall give the owner Party a minimum of two calendar weeks of intent to resume.

F. Single Use Requests. Written requests to use TPMPD or TSD facilities outside the annual scheduling confirmation process should be submitted to each Party's central scheduling office utilizing the Joint Use of Facilities form. (Appendix B-2) The central scheduling office of the requesting Party will verify in advance that the facility is available at the date and time requested. Please note that the request will be granted only if the allotted time and space is available.

TPMPD TUKWILA POOL SERVICES

- A. The TPMPD will provide to the TSD adequate space (non-exclusive) of the Tukwila Pool, locker rooms, showers and related equipment owned by the TPMPD as follows during the school year:
 1. Monday through Friday on scheduled school days (Sept-June) from 12:30 pm to 2:30 pm for instructional usage which is estimated at approximately 360 hours of usage.
 2. Monday through Friday on scheduled school days during the second semester (Feb-June) times to be determined for Lifeguard Certification instructional usage (3 lanes) which is estimated at approximately 90 hours of usage.
 3. Monday through Friday on school days during the first semester (Sept-Jan) from approximately 3:30 pm to 5:00 pm for Foster Girls Swim Team training at the standard per lane rate as defined in the Fee/Compensation Schedule which is estimated at approximately 135 hours of usage.
 4. Foster Girls Swim Team scheduled Home Meets (dates to be determined) using the entire pool at the hourly rate as defined in the Fee/Compensation Schedule which is estimated at approximately 10 hours of usage.
 5. Other one time use as requested and is available (hours of usage unknown).
- B. The TSD has requested that the TPMPD provide Lifeguard Instructors to assist with curriculum development, instruction and certification of students as part of the Lifeguarding class to be offered through Foster High School. At least one Lifeguard Instructor will attend each class session to support the primary teacher in providing curriculum on a daily basis. Additionally, the Lifeguard Instructors will test the students to ensure that they achieve the minimum standard required for Lifeguard certification. The Lifeguard Instructor will certify those students as Lifeguards who meet the standards and submit that certification to the Red Cross (or equivalent). The

certification fee (defined in the Fee/Compensation Schedule) shall be paid by the TPMPD and reimbursed in full by the TSD annually through an invoice which is will be provided to the TSD after the conclusion of the school year. The TSD will additionally be invoiced for the total hours provided by the Lifeguard Instructor after the conclusion of the school year. This invoice will be accompanied by a record which is confirmed, signed and dated by the Lifeguard Instructor and by the TSD staff on site each day.

- C. Unless otherwise negotiated in writing, the TSD will provide certified Lifeguards (including current CPR and First Aid certification) and emergency assistant in accordance with the Washington State Board of Health, and as amended.

If the TSD staff do not have the needed Lifeguard/CPR/First Aid certifications due to an unanticipated staffing situation, (e.g. substitute teacher) the TSD may hire TPMPD staff, (Lifeguards) if TPMPD staff are available. The TSD recognizes that such requests are due to unexpected or emergent circumstances and therefore pre-authorizes the approval of such requests within reason. A record of such requests will be kept by the TPMPD and confirmed, signed and dated by the TSD employee on site. After the conclusion of each semester, the TPMPD shall submit an invoice to the TSD for compensation at the Lifeguard rate as defined in the Fee/Compensation Schedule. A copy of the signed record of requests shall be provided along with the invoice for TSD files. If the TPMPD is unable to provide a Lifeguard for the period in question, the TSD use will be canceled for that day.

TSD SERVICES

- A. The TSD will provide to the TPMPD adequate meeting space as follows:
1. TPMPD Regularly scheduled Open Public Meetings, currently scheduled 2nd Monday of each month from 6:00 pm to approximately 10:00 pm.
 2. TPMPD Annual Retreat and Special Meetings as requested and available
 3. Classroom space for TPMPD instructional programming (lifeguard classes) as requested and available
- B. The TSD shall also provide regular lawn care, leaf removal, tree and brush trimming, weed removal, edging, sidewalk maintenance and other landscaping services as needed for the TSD-owned property surrounding the Tukwila Pool. Expected level of service is equivalent to what can be seen at the TSD Administration Building.
- C. The TSD shall permit the Tukwila Pool to post a sign on TSD property outside the Tukwila Pool and to electrify such sign as needed. The TSD will further provide services to trim the brush and trees surrounding the sign to ensure adequate visibility from the street.

FEE/COMPENSATION SCHEDULE

It is mutually recognized and understood that the use of facilities and grounds will be based upon fiscally sound considerations and shall have mutual and equal benefit to both Parties.

- A. For Tukwila Pool Facility Use (except Foster HS Girls Swim Team), the TSD will
1. Waive the annual Base Rent payment due as set forth in the TPMPD/TSD Lease Agreement executed on 9/12/11
 2. Provide Meeting Space/Classroom space as set forth in this Agreement
 3. Provide lawn cutting and landscaping services for the TPMPD owned property located on TSD owned land as set forth in this agreement
 4. Permit distribution of TPMPD Tukwila Pool community programming literature throughout the TSD schools-provided materials are submitted to and approved by the TSD Communication Officer in advance
- B. For the services of TPMPD Staff (as requested, and if available) the TSD will compensate the TPMPD at the following rates:
1. Lifeguard - \$20/hour
 2. Lifeguard Certification Instructor - \$30/hour
 3. Per lane rate - \$11 per hour
 4. Entire pool rate - \$110 per hour

APPENDIX B-1



Dear Tukwila School District Personnel,

It is time to start thinking about your requests for the use of the TPMPD Tukwila Pool through the Joint Use Agreement for the 2016-17 school year.

Our TPMPD representative who works with you to plan your joint use will be contacting you soon to schedule an appointment to discuss the 2016-17 school year use. When you meet, it will be a good time to discuss any issues which may have arisen in the current school year and how you will work together to resolve them.

Swim Team requests for practice and meets should be forwarded to the Tukwila School District Athletic Director no later than the first Monday in April.

All 2016-17 school year requests must be signed by yourself, and TPMPD Staff to be processed. We need to complete the joint use scheduling process for use of pools, meeting spaces and classrooms by the second Monday in April.

Please remember single use requests can be scheduled at any time, however pool time requests are based on Tukwila Pool availability.

Thank you for working cooperatively with us this school year, and I look forward to working with you all next year. If you need further assistance, please call me, I can be reached at (206) 267-2350.

Aquatics Manager

APPENDIX B-2
JOINT USE OF FACILITIES
Tukwila Pool MPD & Tukwila School District
2016-17 School Year

[illegible]

TSD Representative Signature _____ Print Name _____
Date _____

TPMPD Representative _____ Print Name _____
Date _____

Please type Information above, handwritten forms will not be accepted. This form can be used for both continuing and single use requests

APPENDIX B-3

SCHEDULE OF KEY DATES

Annual Confirmation of Joint Use Between the TPMPD and TSD

Date	
January	Pre-Planning Meeting with TPMPD & TSD Representatives to review schedules for following school year for facilities usage – pools, meeting spaces, classrooms, etc.
Second Monday in February	TPMPD delivers joint use scheduling confirmation form for upcoming school year to Principal(s), Athletic Director, and Admin. Representative. List includes use from previous year scheduled to continue plus new activities
First Monday in April	Principal(s), Athletic Director and Admin Representative returns form to TPMPD
Third Monday in April	Signed forms filed
July 15 th	TPMPD approves pool schedule

APPENDIX C

TUKWILA POOL RULES

General Pool Rules

1. Pool staff is authorized to enforce rules and supervise the public use of the pool facility. Please follow all rules and respect staff members' efforts to keep everyone safe.
2. Adult supervision: Children six (6) years of age or under 48" in height must be directly supervised by an adult in the water and be within an arm's length distance at all times.
3. Non-swimmers cannot go beyond shoulder depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board, slide or deep-water area.
4. No diving in shallow water. Diving is only allowed from the deck in designated areas under direct supervision. (A yellow line marks diving area and a red line marks non-diving area.)
5. Diseases and illness: Persons having skin lesions, sore or inflamed eyes, mouth, nose or ear discharge or diarrhea or vomiting in the last two weeks shall not be allowed in the pool.
6. Alcohol, tobacco and drug use are prohibited.
7. Food and drink in designated areas only. No gum or glass containers.
8. Spectators are welcome in the designated areas.
9. All swimmers must shower before entering the pool.
10. Running, horseplay or pushing is not allowed.
11. Mask/fins/snorkels and other swimming aids must be approved by the pool staff.
12. Baby attire: Infants and toddlers must wear plastic pants or swimming diapers.
13. Diapers must be changed in designated diaper changing area or restrooms.
14. Report all accidents and incidents immediately to pool staff.
15. Additional rules may be required, when necessary, for the safety and enjoyment of the user.
16. Bathers with seizures, heart, or circulatory problems are advised to swim with a buddy.

Rules Regarding Children Under 6 and/or Non-Swimmers (those not able to pass swim test)

1. Children under 6 years of age must be accompanied by an adult in the water and within an arm's length of the child at all times.
2. A maximum of 3 children less than 6 years of age are permitted in the water per adult.
3. Non-swimmers may be allowed in the 5'-5'6" swimming areas only when accompanied by an adult and within arm's length distance.
4. Non-swimmers utilizing the 5'-5'6" area should be encouraged to use a lifejacket.

Slide Rules

1. All users must pass the pool swim test and receive approval from the lifeguard on duty.
2. No flotation devices allowed, including lifejackets.
3. One person on slide at a time.
4. Use only after splash down area is cleared.
5. Feet first entry only.
6. No stopping inside flume.
7. Leave splash down area immediately.
8. Swimmers may not catch or assist swimmers coming out of the slide.
9. Stopping inside the slide is not permitted.
10. Slide users may only go down the slide feet first.
11. Slide users must wait to climb the stairs to the slide until the previous user touches the wall.

12. Swimming or diving in the designated slide splash area is not permitted, unless slide is closed. An orange construction cone should be placed at the bottom of the stairs to the slide to indicate the diving board is closed.

Diving Board Rules

1. Divers must pass swim test before using the board.
2. Only one person at a time is permitted on the diving board and ladder.
3. Each person must wait until the proceeding diver has cleared the area before diving.
4. Only one bounce is permitted on the diving board.
5. Front dives, front jumps and front flips are allowed straight off the end of the board.
6. Running dive, cartwheels and handstands are not allowed.
7. Jumping off the diving board into the arms of another swimmer is not permitted.
8. Divers must swim directly to the nearest ladder and leave the diving area.
9. Adjustments to the diving board fulcrum may only be made at the discretion of the aquatic staff.
10. The manager on duty may restrict certain dives based on safety concerns.
11. Playing or swimming in the diving area is not permitted while the board is open for diving.
12. Hanging off the end of the diving board is not permitted.
13. Goggles, Face Masks and Floatation devices are not permitted while going off the board.
14. Swimming under the diving board is prohibited.

Floating Mats

1. Patrons may not stand on mats.
2. Patrons may not jump onto the mats from the side of the pool.
3. Patrons may not jump from a mat or exit the pool from a mat.
4. No more than two (2) mats should be stacked on one another in the water.
5. Mats should be shared among all swimmers who wish to enjoy them.
6. Mats should be kept away from the pool edges and corners so they do not prevent the guard's ability to effectively scan the entire pool area.
7. Mats are not to be thrown.
8. Mats are not permitted in the diving board or slide areas.

Floating Noodles

1. Patrons may not slap the noodles on the water or at/near other swimmers.
2. Noodles are not to be thrown.
3. Noodles should be shared among all swimmers who wish to enjoy them.
4. Noodles are not permitted in the diving board or slide areas

Basketball Hoop

1. Slam dunking is not permitted.
2. Hanging on the rim or hoop is not permitted.
3. Roughhousing and horse play are not permitted
4. Shots may only be taken from the water. Shots from the pool deck are not permitted.
5. Moving or adjusting the hoop is not permitted as it is permanently fixed in place.

Other Equipment

1. Kickboards, pull buoys are only for use during Lap Swim. Aerobic hand buoys may only be used for Water Aerobics classes or Water Walking.
2. Goggles are not to be lent out for patrons to "borrow." This is for health reasons.
3. If you require assistance with first aid, getting lifejackets or have any questions, please ask the lifeguard at the front desk to help you. The lifeguard on deck is responsible for watching swimmers in the pool.

Swim Test Policies

1. Lifeguards may require any patron (of any age) to pass the swim test before entering deep water.
2. All children under the age of 18 are required to pass the swim test before entering the water on the deep side of the bulkhead.
3. The swim test will be administered by one of the lifeguards on duty.
4. Swimmers are required to swim the width of the shallow end and back, using an over hand stroke and getting their face wet, without stopping or touching the bottom of the pool.
5. Dog paddle, backstroke or underwater swimming are not acceptable forms of swimming for the swim test.
6. No swimming aids or floatation devices should be used while taking the swim test (goggles are okay).
7. The lifeguards may allow swimmers to pass the swim test according to their judgment. This decision should always keep patron safety as the first priority.
8. Any issues surrounding the swim test should be directed to the lead staff member on duty.

Behavior Policy

Tukwila Pool Participant Behavior Policy

It is the intent of the Tukwila Pool to provide the public with recreation services that are safe, enhance the participants' quality of life, and are an enjoyable experience. To do so, the following guidelines for behavior have been established.

1. Disruptive behavior is prohibited. Any activity that disrupts the facility, endangers another patron, or interferes with facility business, is disruptive behavior. A patron who is disruptive will be notified that the behavior must stop. If the behavior continues, the patron will be asked to leave the facility. If the patron refuses to leave, the local police department will be contacted.
2. Disruptive behavior on the part of the patron may result in suspension or denial to the facility and activities, for a length of time to be determined by the Aquatics Manager or their designee.
3. The facility is open to all ages including children who may be attending without their parent or guardian. The safety and welfare of children are of primary concern and thus a parent or guardian's responsibility for the behavior and wellbeing of their children is recognized. If a youth engages in disruptive or unsafe activities, proper notification will be made to a parent/guardian or emergency contact person, if appropriate. If a parent /guardian cannot be notified and proper documentation will be completed for each incident. If additional actions need to be taken, it will be under the discretion of the Aquatics Manager or his/her designee

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Jennafer Price Cargill, Executive Director
Ellen Gengler, Finance Committee Chair

DATE: **November 14, 2016**

SUBJECT: **Finance Committee Report on 2017 Proposed Budget**

ISSUE

Recap from the Finance Committee Regarding the 2017 TPMPD Budget

FINANCIAL IMPACT

The 2017 Budget defines financial priorities for the year to come.

BACKGROUND

A Finance Committee was formed in August, 2016 to create and recommend a 2017 budget. Commissioner Ellen Gengler was elected to Chair the committee, additional members included Board President Vanessa Zaputil and Executive Director Jennafer Price Cargill. In addition, Kristine Selleck, Secretary of TPAC was a member until her resignation in October, 2016.

The 2017 Budget must be approved by the Board by December 31, 2016.

DISCUSSION

The proposed 2017 budget includes revenues and expenditures for normal operations.

The Budget Committee used a conservative model in their assumptions while creating the 2017 budget recommendation. The assumptions the Finance Committee included are as follows:

- Line 4 – The estimate of 2017 tax levy income is a conservative estimate based on information from King County as of 11/2/2016.
- Line 16 & Line 124 - Revenue in 2017 for swimming instruction was increased by 33% based on the assumption that the pool will attempt to add up to 1 additional staff instructor during all swim instruction sessions to go from 3 classes to 4 classes at a time. Line 16 shows the total possible revenue available through the added instructors but the actual revenue will be wholly dependent on the availability of staff and demand for lessons. Actual expenses for swimming instruction (Line 124) will adjust alongside Line 16 based on the same factors. Additionally, Line 16 has been decreased by \$10,000 based on the assumption that a portion of swim lessons will be paid for through scholarship funds.
- Line 40 & Line 205 – Currently, the board has no capital improvement projects planned for 2017, however adjustments to the CIP list may impact this.
- Line 61 – Although an election will be held in late 2017, the cost for this election will not be billed by King County until 2018.
- Line 111 & Line 119 – A state audit is forecast to occur in 2017
- Lines 123 & 124 - Salaries and benefits for lifeguards and instructors include impact from the passage of Initiative 1433.

New categories have been added to the Chart of Accounts for 2017:

- Adult & Youth Free passes for tracking
- Bookkeeper as an employee, rather than an independent contractor
- *Fund for replacement computer equipment (to be rolled over if unused)*

- Fingerprint checks for staff
- *Outreach & Marketing services (project based) – not funded for 2017*
- *Landscaping services – not funded for 2017*

(Items in italics represent items identified as possible new expenditures for 2017.)

Per **Board Policy 510, Section 6.2.2.1**, the General Fund's restricted balance for reserves must be a minimum of a 3-month average of operational expenses, including current debt payments. In this current year, we are not meeting this policy. To meet the requirements for 2017, the restricted beginning balance of 2017 (ending balance of 2016) would need to equal \$237,561*. Currently, we are projected to end the 2016 year at \$241,546.

6.2.1 General Fund (001)

The General Fund is for the District's revenue and operating expenses including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support primary services. Capital Improvement Debt payments are paid through the Capital Improvement Fund (301)

6.2.1.1 General Fund Reserved Balance (Reserve)

The General Fund's targeted restricted General Fund balance for reserves will be a three months of average operational expense that includes current debt payments

Financial Management Policy

Tukwila Pool Metropolitan Park District
Administrative Manual

to a maximum of six months of current operational expense that includes current debt payments, excluding capital expenditures or extraordinary expenses. An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

6.2.1.2 Use of General Fund Reserved Balance

The restricted General Fund balance is maintained to:

1. Offset unanticipated downturns and necessary revisions in any general municipal purpose fund; and
2. Provide a sufficient cash flow for daily financial needs at all times.

The current version of the 2017 Draft Budget conservatively estimates that the TPMPD will have a **budget surplus of \$58,794**. This surplus would include increasing the reserve to \$237,561.

During the budgeting process, stake holders were asked to identify (possible) new expenditures for 2017, should funding be available and the Board approve. The state holders included: TPAC, Operations and Finance Committee members. The expenses include:

- Exempt staff salary (including stipend) increase - \$1500
- External Sign - \$15,000
- Staff Training - \$3000
- Landscaping Services - \$2500
- Marketing Services - \$3200

*3-month General Fund balance = \$1,030,243 minus \$80,000 capital contribution = \$950,234, divided by 4 = \$237,561

- Noise Abatement set-aside - \$3000
- Door Replacement (cost unknown)

During TPAC's discussion, the following items were identified as priorities: external sign, noise abatement (set aside), staff training and exempt staff merit increases.

Through the budgeting process, the Finance Committee calculates that the 2016 ending balance ***may exceed the currently budgeted \$241,546***. If the 2016 ending balance exceeds the minimum reserve amount of \$237,561, the Finance Committee had expressed an interest in setting that surplus aside for future high dollar expenditures. The discussion was to add the external sign and future noise abatement projects to the CIP fund and deposit the surplus from 2016 to the fund to help cover some of the cost.

RECOMMENDATION

None

ATTACHMENTS

1. Resolution on the 2017 TPMPD Budget
2. Draft 2017 TPMPD Budget
3. 2016 Tax Levy Proceeds

*3-month General Fund balance = \$1,030,243 minus \$80,000 capital contribution = \$950,234, divided by 4 = \$237,561

Tukwila Pool Metropolitan Park District

Resolution No. 2016- ____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT, ADOPTING THE ANNUAL BUDGET OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2017

WHEREAS, the TPMPD Finance Committee submitted to the Board of Commissioners a budget and estimate of monies required to meet public expenses for the Tukwila Pool Metropolitan Park District for the year 2017; and

WHEREAS, a public hearing on the proposed budget was noticed and held on November 14, 2016;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. The Board of Commissioners of the Tukwila Pool Metropolitan Park District hereby adopts the 2017 Tukwila Pool Metropolitan Park District Budget, incorporated by this reference as fully set forth herein.

Section 2. The total of the estimated revenues and appropriations for the Tukwila Pool Metropolitan Park District is \$1,327,686.

Section 3. A complete copy of the final budget for 2017, as adopted, together with a copy of this adopting resolution, shall be transmitted by the Executive Director to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN
PARK DISTRICT at a Regular Meeting thereof this _____ day of
_____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President, Board of Commissioners

Passed by the Commission: _____
Resolution Number: _____

Attachment: 2017 Tukwila Pool Metropolitan Park District Budget

Tukwila Pool Metropolitan Park District
2017 Budget - Draft 5

Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimated	2017 Proposed
	Notes on 2017 numbers					
1 Unrestricted Opening Balance		440,537	247,861	198,375.00	198,375.00	241,546.00
Income						
2 General Property Tax			(14)			
Real and Personal Property Tax	Based on estimates provided by King County	704,395	753,195	790,492.00	797,623.00	862,277.00
4 Total 311 General Property Tax		704,395	753,181	790,492.00	797,623.00	862,277.00
Local Retail Sales & Use Taxes						
Sales Tax Collected	9.5% of taxable sales		2,707	5,738.00	5,800.00	5,453.00
7 Total 313 Local Retail Tax			2,707	5,738.00	5,800.00	5,453.00
Merchandise		2,000				
Taxed Merchandise	Gatorade, goggles, swimcaps, shirts, etc.		33	1,700.00	2,900.00	3,000.00
Untaxed Merchandise	all consumable products sold (except Gatorade)		334	700.00	1,950.00	1,900.00
11 Total 341 Merchandise		2,000	367	2,400.00	4,850.00	4,900.00
Cultural and Recreation						
Activity Fees (General Passes) Taxable			16,871	20,400.00	21,500.00	22,500.00
Activity Fees (General Admissions) Taxable			27,757	31,200.00	28,000.00	27,000.00
Activity Fees (Special Events) Taxable			480	1,800.00	1,700.00	1,600.00
Program Fees (Swim Classes) Non-taxable	2016 Budget did not take scholarships into account. 33% increase for 2017 subject to add'l staffing		65,808	80,000.00	63,000.00	93,000.00
Program Fees (Exercise Classes) Non-taxable	our portion after split with partner		1,270	1,500.00	850.00	800.00
Program Fees (Lifeguard Classes)	reported incorrectly in 2016			1,000.00	-	1,000.00
Other Fees (pass through to Red Cross)	reported incorrectly in 2016			200.00	100.00	300.00
Total 347 Cultural and Recreation		191,800	112,186	136,100.00	115,150.00	146,200.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
21	Interest						
22	Interest Earnings			949	850.00	2,800.00	2,500.00
23	Total 361 Interest		-	949	850.00	2,800.00	2,500.00
24	Rents, Leases and Concessions						
25	Rentals (Short-Term, One Time) Taxable	Provide customer information		33,734	3,600.00	2,850.00	3,000.00
26	Equipment and Locker Rentals - Taxable			247	1,000.00	800.00	1,200.00
27	Rentals (Long-Term/Contracted) Non-taxable	Provide customer information		12,138	42,000.00	58,475.34	50,000.00
28	Total 362 Rents, Leases and Concessions		54,510	46,119	46,600.00	62,125.34	54,200.00
29	Contributions from Private Sources		30,000	312			
30	Cash Donations	Not tax deductible	1,000		250.00	250.00	250.00
31	Gifts In-Kind	Not tax deductible					
32	Total 367 Contributions		31,000.00	312.00	250.00	250.00	250.00
33	Miscellaneous Income - Unapplied Cash Income	Provide customer information				-	
34	Other Miscellaneous Revenue	provide detail if used		2,752		110.78	
35	Adult Free Passes Applied	20% of those distributed				50.00	60.00
36	Youth Free Passes Applied	20% of those distributed				200.00	300.00
37	Scholarship Funds Applied	Include name of recipient	(-10,000)	1,992	10,000.00	9,958.50	10,000.00
38	Total 369 Miscellaneous Revenue		(-10,000)	4,744	10,000.00	10,319.28	10,360.00
39	Nonrevenue Transfers In						
40	Transfers In from Capital Improvement Fund	No CIP scheduled in 2017		-	50,000.00	50,000.00	
41	Total 397 Transfers-In			-	50,000.00	50,000.00	-
42	Total Income		973,705	920,565	1,042,430.00	1,048,917.62	1,086,140.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
43	Expenses						
44	<u>Board Expenditures</u>						
45	BOC Stipend	3 @ \$114 per meeting x 15 meetings		-	5,000.00	1,710.00	5,130.00
46	BOC Supplies						
47	BOC Office Supplies	business cards, etc		-	250.00	56.86	100.00
48	BOC Equipment	Gavel, nameplates, etc.		-	200.00	200.00	100.00
49	BOC Meeting Food	retreat		-	250.00	191.91	250.00
50	BOC Services			5,288			
51	Consultant Fees			-	500.00	23.50	500.00
52	Transcription Services	\$360 per meeting (avg.) x 15 meetings		-	3,200.00	5,432.00	5,400.00
53	Meeting Site Rental			-	1,000.00	720.00	600.00
54	Public Records Request			1,674	1,000.00	16.43	500.00
55	BOC Travel (non-development)	Mileage, ferries, parking, gas, etc.		-	200.00	-	200.00
56	BOC Development			-			
57	Travel/Transportation	For development purposes only		-	200.00	58.45	200.00
58	Tuition/Registration Fees			-	650.00	250.00	650.00
59	BOC Notices/Ads	For posting legal notices or ED position			1,000.00	812.73	200.00
60	BOC Intergovernmental Costs						
61	Election Costs	billed in 2018 for the 2017 election cycle		-	5,900.00	5,988.43	-
62	Total 576,20,100 Board Expenditures		-	6,962.00	19,350.00	15,460.31	13,830.00
63	<u>Executive Expenditures</u>						
64	Executive Salaries & Wages						
65	Wages Executive Director	w/out merit increase (*2016 Actual includes Admin Dir for 2 months)	45,000	36,800	45,000.00	45,729.00	45,000.00
66	Other Taxable Compensation (Benefit Stipend)	w/out merit increase (*see note above)		-	6,750.00	6,859.00	6,750.00
67	Executive Personnel Benefits						
68	Non-Taxable Benefits	Coded incorrectly in 2016					

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
69	FICA	TPMPD's contribution (6.2%+1.45%) *	2,922	2,820	3,646.00	4,023.00	3,959.00
70	Unemployment	TPMPD's contribution (5.5% up to \$44K) *	-	598	912.00	2,892.00	2,420.00
71	L & I	TPMPD's contribution (1456 hrs x .0826) *	2,397	285	456.00	129.00	120.00
72	Taxable Benefits (non-cash)				-		-
73	Staff Development						
74	Travel/Transportation	For development purposes only			200.00		200.00
75	Tuition/Registration Fees				500.00		500.00
76	Travel (non-development)	Mileage, ferries, parking, gas, etc.			650.00	82.42	200.00
77	Total 576,20,200 Executive Expenditures		50,319.00	40,503.00	58,114.00	59,714.42	59,149.00
78	Shared Expenditures						
79	Shared Salary & Wages						
80	Bookkeeper	part time (10 hrs week)			12,500.00	10,098.00	7,500.00
81	FICA	TPMPD's contribution				114.75	575.00
82	Unemployment	TPMPD's contribution				82.50	450.00
83	L&I	TPMPD's contribution				12.39	70.00
84	Shared Supplies						
85	Office/Computer Supplies (consumable)						
86	Office Supplies (consumables)		10,000	1,597	1,000.00	800.00	1,000.00
87	Printing Supplies (consumables)	Includes ink for small printer, paper, envelopes		3,891	900.00	800.00	800.00
88	Office Equipment (non-consumables)	includes sign stands, furniture, staplers, etc.		687	1,000.00	1,000.00	1,000.00
89	Computer Equipment (replacement)	replacement laptop or desktops					1,000.00
90	Shared Services						
91	IT/Computer Service			6,483	3,400.00	1,000.00	1,000.00
92	Legal Services		14,000	26,316	13,750.00	7,500.00	10,000.00
93	Communication Services			165			
94	Telephone	Century Link, Integra (no longer in use)	2,200	9,367	2,190.00	181.28	-

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
95	Postage			603	500.00	56.00	200.00
96	Website & email hosting	Rackspace & Bluehost		388	500.00	1,243.95	1,300.00
97	Internet/VoIP Phones	Broadview phone & T9 & Comcast public WiFi		2,973	7,500.00	7,750.00	7,750.00
98	Software Programs/Subscriptions (non-financial)	Office (\$850), Adobe DC (\$200), When to Work (\$360)		30	720.00	1,433.00	1,500.00
99	Advertising/Posting Fees	For posting Aquatics Mgr. position only				300.00	200.00
100	Printing & Copying Services	For Ricoh & other non-program printing services			3,000.00	4,460.00	4,700.00
101	Bank Charges			1,576	1,800.00	2,280.00	2,300.00
102	Payroll Services				2,820.00	4,900.00	5,000.00
103	Membership Dues	include description		552	960.00	700.00	1,000.00
104	Miscellaneous Services	note how used in detail	5,200	8,822	1,000.00		500.00
105	Risk Management Services						
106	Security & Fire Alarm			4,450	4,170.00	4,000.00	4,200.00
107	Pest Control			-	800.00	655.13	700.00
108	Insurance		11,000	12,420	12,420.00	12,611.95	12,612.00
109	Fingerprinting (WSP)	\$52.75 per person x 18 people + supplies				1,000.00	800.00
110	Financial Services						
111	CPA Services	Including assistance with State Audit		17,750	10,000.00	9,000.00	10,000.00
112	Software Programs (financial)	QuickBooks Online Subscription			500.00	500.00	500.00
113	Shared Intergovernmental Services						
114	External Taxes and Operating Assessments	include description		-	5,000.00	49.00	1,000.00
115	Business License			-			-
116	RGRL Fee			-			-
117	Annual Permits	King Co Health		799	800.00	593.00	600.00
118	Interlocal Agreements		79,200				-
119	State Audit	to be conducted in 2017		13,186	5,000.00		13,500.00
120	Total 576.20.300 Shared Expenditures		121,600.00	112,055.00	92,230.00	73,120.95	91,757.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
121	<u>Swimming Pool Expenditures</u>						
122	Swimming Pool Salaries and Wages						
	Lifeguards	includes coverage for mgr. leave & raises + 1433 estimate	140,000	82,781	65,116.00	69,000.00	78,000.00
123	Instructors	includes 1433+additional hours to cover expanded swim lessons		46,289	32,642.00	40,300.00	56,200.00
124	Head Guards			50,759	43,275.00	36,115.08	-
125	Aquatics Manager	w/out merit increase	148,848	54,178	55,000.00	51,721.15	55,000.00
126	Assistant Aquatics Managers			25,564	40,000.00	36,000.00	74,800.00
127	Front Office			37,140	45,197.00	40,500.00	44,000.00
128	Overtime		5,000		-	-	-
129	Other Taxable Compensation (Benefit Stipend)	w/out merit increase		500	14,520.00	12,627.40	19,470.00
130	Miscellaneous Payroll (Garnishment)	not a pool expense				14.27	
131	Swimming Pool Personnel Benefits						
132	Non-Taxable Benefits						
133	FICA	TPMPD's contribution (6.2%+1.45%)	19,083	22,740	22,850.00	21,628.46	25,100.00
134	Unemployment	TPMPD's contribution (5.5% up to \$44K)		4,824	5,712.00	15,264.84	18,000.00
135	L&I	TPMPD's contribution (16080 hrs x 5.3455% + 3384 hrs x .826%)	15,653	2,304	2,856.00	9,000.00	9,000.00
136	Other Benefits (non-cash)		48,707				-
137	Swimming Pool Supplies						
138	Program Supplies and Equipment						
139	Exercise Classes			248	200.00	179.40	200.00
140	Swim Classes/Instruction			1,913	1,800.00	800.00	1,200.00
141	Special Events			1,430	1,400.00	1,100.00	1,400.00
142	Staff Uniforms	to cover all required uniform pieces		940	2,000.00	2,000.00	1,700.00
143	Safety Supplies Equipment			3,250	2,250.00	1,500.00	1,700.00
144	Maintenance and Repairs Supplies						
145	Pool Chemicals		7,375	9,327	10,634.00	10,100.00	11,000.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
146							
147							
149	Janitorial Supplies			5,501	4,400.00	5,900.00	6,000.00
150	Tools and Equipment	Include description		344	600.00	4,000.00	1,500.00
151	Groundskeeping/Landscaping Supplies			-	500.00	385.18	500.00
152	Resale Inventory		1,500		1,200.00	3,400.00	2,600.00
153	Miscellaneous Supplies	Include description			200.00	150.00	200.00
154	Swimming Pool Services						
155	Transaction Services/Merchant Fees	Rec 1 Services, Credit Card processing fees	4,500	5,379	4,800.00	6,451.00	6,500.00
156	Translation Services			-	500.00	766.21	500.00
157	Advertising & Promotion		10,000	6,177			
158	Outreach & Marketing Services	add'l services as needed					
159	Graphic Design	Brochures			3,000.00	990.00	2,000.00
160	Printing & Copying	For brochures, banners, etc.			4,000.00	4,000.00	4,000.00
161	Ads/Postings	pool staff & program promotion only			600.00	800.00	800.00
162	Promotional giveaways	program promotion only			1,000.00	521.67	800.00
163	Staff Development						
164	Travel/Transportation	For pool staff only		50	-	-	-
165	Tuition/Registration Fees	Mgmt training & WSI or equivalent?		391	2,250.00	900.00	1,500.00
166	Rentals and Leases						
167	Equipment	regular maintenance projects (non-CIP)	750		1,000.00	452.00	500.00
168	Facility Ground Lease	Tukwila School District	10,950	10,950	11,497.00	11,497.00	11,497.00
169	Utilities		80,000				
170	Electrical			25,719	16,000.00	15,100.00	16,000.00
171	Gas			46,558	48,000.00	47,500.00	49,000.00
172	Water			4,077	4,200.00	5,100.00	5,100.00
173	Sewer			4,169	7,920.00	1,500.00	4,200.00
174	Garbage Collection			-	900.00		1,000.00
175	Storm Drain						-
176	Other Utilities						-
177	Repairs and Maintenance Services						

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
178	Maintenance/Janitorial Service				-		
179	Landscaping/Groundskeeping Svcs						
180	Facility Repairs/Maintenance	non CIP	20,800	33,122	20,000.00	16,000.00	20,000.00
181	Equipment Repairs/Maintenance	non CIP		1,367	4,000.00	3,000.00	4,000.00
182	Travel (non-development)	Mileage, ferries, parking, gas, etc.			200.00		200.00
183	Miscellaneous Services						
184	Scholarship Fund (Swim Lesson Fees)			1,992	10,000.00	9,958.50	10,000.00
185	Red Cross (pass through)	Certification fees for Lifeguarding classes			200.00	991.00	780.00
186	Aerobics Partner (pass through)						
187	Other Services	Record all misc in detail for future budgeting		1,232	1,000.00		500.00
188	Adult Free Passes	20% of those distributed				50.00	60.00
189	Youth Free Passes	20% of those distributed				200.00	300.00
190	Total 576.20.400 Swimming Pool Expenditures		513,166.00	491,215.00	493,419.00	487,463.16	546,807.00
191	Sales Tax Paid			4,729	5,738.00	5,505.00	5,200.00
192	Total 586.00.300 Sales Tax			4,729	5,738.00	5,505.00	5,200.00
193	Debt Service Principle						
194	City Bridge Loan (Principle)		121,458	103,601	105,692.00	105,692.00	107,826.00
195	Loans and Bonds (Principle)		113,130	99,507	93,737.00	93,737.00	96,428.00
196	Total 591.76.300 Debt Service Principle		234,588	203,108	199,429.00	199,429.00	204,254.00
197	Debt Service Interest						
198	City Bridge Loan (Interest)				15,766.00	15,766.00	13,632.00
199	Loans and Bonds (Interest)			31,479	19,393.00	19,393.00	16,702.00
200	Total 592.76.300 Debt Service Interest			31,479	35,159.00	35,159.00	30,334.00
201	Park Facility Improvements and New Construction						
202	CIP Supplies				25,000.00	25,917.53	
205	CIP Services	Sign, noise abatement, doors, ???			25,000.00	23,977.25	
206	Total 595.76.300 Park Facility Improvements (CIP)				50,000.00	49,894.78	-

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
203							
204	Transfers Out						
207	Transfers Out to Capital Improvement Fund		80,000	80,000	80,000.00	80,000.00	80,000.00
208							
209	Total 597.00.300 Transfer Out		80,000	80,000	80,000.00	80,000.00	80,000.00
210	Total Expenses		999,673	970,051	1,033,439	1,005,747	1,031,331
211	Opening Balance		440,537	247,861	198,375.00	198,375.00	241,546.00
212	Total Income		973,705	920,565	1,042,430.00	1,048,917.62	1,086,140.00
213	Total Expenses		(999,673)	(970,051)	(1,033,439.00)	(1,005,746.62)	(1,031,331.00)
214	Ending Balance		414,569	198,375	207,366.00	241,546.00	296,355.00
			2014 Budgeted	2015 Actual	2016 Budget	2016 YE Estimate	2017 Proposed

CIP FUND 2017 Projected Budget

215	Unrestricted Opening Balance	2015 Adopted Budget	\$140,000	2016 Adopted Budget	\$220,000	2016 Year End Estimate	\$220,000	2017 Budget	\$250,105
216	Revenues								
217	Transfer in from General Fund		\$80,000		\$80,000		\$80,000		\$80,000
218	Expenditures				\$50,000		\$49,895		
219	Ending Balance								
			\$220,000		\$250,000		\$250,105		\$330,105

2016 Tax Levy Proceeds as of 10/31/2016

	2014 Actual	'14 % per Qtr.	2015 Actual	'15 % per Qtr.	2016 Actual	'16 % per Qtr.
Q1	26,209	3.75%	22,884	3.04%	29,171	
Q2	344,737	49.37%	375,566	49.86%	397,074	
Q3	10,018	1.43%	14,123	1.87%	4,793	
Q4 to date	317,316	45.44%	340,607	45.22%	278,305	
	<u>\$698,280</u>	<u>100%</u>	<u>\$753,195</u>	<u>100%</u>		

Total Budgeted for 2016 790,492

	2015 Actual	% of Actual	2016 Actual	% of Budget
Jan	996	0.13%	930	0.11%
Feb	4,718	0.62%	6,491	0.81%
Mar	17,170	2.28%	21,750	2.75%
Apr	273,482	36.30%	318,178	40.25%
May	97,063	12.88%	74,555	9.43%
Jun	5,021	0.66%	4,878	0.62%
Jul	1,230	0.16%	3,527	0.45%
Aug	2,716	0.36%	2,331	0.29%
Sep	10,177	1.35%	11,439	1.45%
Oct	262,798	34.89%	258,305	32.67%
Nov	73,825	9.80%		
Dec	3,984	0.53%		
	<u>\$753,195</u>	<u>100%</u>	<u>\$702,385</u>	<u>88.85%</u>

Revenue as of 10/31 in 2015 = \$675,386
 % of Actual as of 10/31 in 2015 = 89.67%

