



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

President of the Board: **Ellen Gengler**

Clerk of the Board: **Aaron Shipman**

Board Members: **Jeri Frangello-Anderson, Christine Neuffer, Vanessa Zaputil**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, December 10, 2018, 6:00 p.m.**

Resolution Numbers:

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

2018-04

2018-05

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. RECOGNITION OF EMPLOYEE OF THE MONTH		Page 3
04. CITIZEN COMMENTS	<i>(Limited to 4 minutes per person or group)</i>	Page 5
05. CONSENT AGENDA	<ul style="list-style-type: none"> a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meetings: <ul style="list-style-type: none"> 1) October 8, 2018 Regular Meeting 2) November 12, 2018 Regular Meeting 3) December 1, 2018 Special Meeting b) Approve Vouchers 	<ul style="list-style-type: none"> Page 6 Page 10 Page 13 Page 15
06. REPORTS	<ul style="list-style-type: none"> a) Commissioners b) State of the District, Board President c) Director of Aquatics Operations d) District Administrator e) Financial f) Tukwila Pool Advisory Committee (TPAC) 	<ul style="list-style-type: none"> Page 23 Page 24 Page 26 Page 31 Page 35 Page 51
07. BUSINESS ITEMS:	<ul style="list-style-type: none"> a) Public Hearing re: 2019 Budget b) 2019 Budget: Resolution 2018-04 c) TPAC Appointments <ul style="list-style-type: none"> 1) Ivan Cockrum, Position #3 2) Sharon Shipman, Position #4 d) Officer Selections e) 2019 Meeting Date Schedule: Resolution 2018-05 f) Contract Renewals: <ul style="list-style-type: none"> 1) GDM Private Financial Solutions 2) Snure Law Office, PSC g) TPMPD Wage Scale Update 	<ul style="list-style-type: none"> Page 52 Page 66 Page 67 Page 68 Page 71 Page 72 Page 79 Page 86
08. MISCELLANEOUS:		
09. EXECUTIVE SESSION:	The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
10. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT (TPMPD)

Mission, Vision & Values

TPMPD Mission Statement:

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

Tukwila Pool Employee of the Month for November 2018 goes to:

Eric Britt



Eric has been teaching swim lessons for us for about 2 ½ months now. He has quickly become a favorite with the kids and is always willing to sub when he is needed. He is currently taking the WSI class to become certified and will be finished by the end of this month.



Thank you

To the Operations team for a very productive
and successful maintenance closure.

The Board of Commissioners



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

04. CITIZEN COMMENTS	<i>Members of the community may address the BoC at this time. Kindly limit discussion time to 4 minutes per person or group</i>
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TUKWILA POOL METROPOLITAN PARK DISTRICT
MEETING MINUTES of the BOARD of COMMISSIONERS (BoC)

Location of Meeting: Valley View Sewer District
3460 S. 148th Street
Tukwila, Washington 98168

Date & Time of Meeting: October 8, 2018, 6:00 p.m.

Commissioners: Ellen Gengler, Board President; Aaron Shipman, Board Clerk;
Jeri Frangello-Anderson, Christine Neuffer, Vanessa Zaputil

1. CALL TO ORDER, MISSION & VISION, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioners' President Ellen Gengler (CP-EG) called the meeting to order at 6:00 p.m.; read aloud the Mission, Vision and Values of the Tukwila Pool MPD; lead the group in the Pledge of Allegiance; and took Roll Call. Present were Commissioner Aaron Shipman (C-AS) and Commissioner Jeri Frangello-Anderson (C-JFA), Commissioner Christine Neuffer (C-CS), Commissioner Vanessa Zaputil (C-VZ), as well as Director of Aquatic Operations Michelle Simpson (DoAO-MS), Assistant Aquatics Manager Jessica Stiles (AAM-JS), District Administrator Richard J. Rabe (DA-RJR). Attendees from the public were Mr. David Puki (DP).

2. APPROVE AGENDA – ACTION TAKEN:

C-VZ moved to approve agenda, C-CN seconded. Motion carried (5-0).

3. RECOGNITION OF EMPLOYEE OF THE MONTH – AAM-JS

Employee of the month of October 2018 – Olivia Esparza

4. PUBLIC COMMENT – Dave Puki

Mr. Puki spoke about his suggestion to post meeting notices back on the front doors, his work on sorting historical records in the basement files, and an incident with a drone flying close to him one evening at the pool.

5. CONSENT AGENDA

5.a. Minutes of September 10, 2018

- **C-AS moved to approve the minutes of September 10, 2018, C-VZ seconded. No Discussion. Motion carried (5-0).**

5.b. Approval of Vouchers

- **C-VZ moved to approve the September 2018 vouchers, C-AS seconded. No Discussion. Motion carried (5-0).**

6. REPORTS

6.a. Commissioners' Reports:

- C-JFA, attended Finance Committee meetings on 9-26-18 and 10-1-2018; and will be picking up pumpkins for the October 20 "Pumpkin Plunge" event on Saturday (10-13-2018).
- C-VZ, attended the the SAO audit Exit Interview telephonically with C-JFA and DA-RJR and the Finance Committee meeting 9-26-18. The next audit, to be done in 2019 is estimated to cost \$8,000.
- C-AS, attended Programming Committee 10-3-18, TPAC & Marketing Committee meetings 8-18-18
- C-CN, attended Programming Committee meeting 10-3-18, the next Programming Committee meeting will be on 10-24-2018 at 5:30 p.m. Attended meeting with DA-RJR re: AWC vs. WCIA, resulting in AWC being eliminated from consideration due to premium price that is not competitive.
- CP-EG, no report.

6.b. Finance Report – C-VZ discussed:

- On September 26, 2018, the Finance Committee approved cancellation of the Ricoh copier contract, with more discussion expected at the next meeting.
- Approved a draft Sponsorship Policy (580) which will be forwarded on to WCIA, TPAC, Legal and BoC
- Approved a draft Donations Policy (528) which will be forwarded on to WCIA, TPAC, Legal and BoC
- Approved draft of 2019 budget for presentation to the BoC later in the meeting.
- DoAO-MS will be following up on possible refund from the Water District.
- Continuing oversight of prevailing wage contracts.
- Continuing oversight of the Small and Attractive Assets Log.
- DA-RJR will be following up with King County Assessor for updates to the 2019 levy estimate worksheet.
- The next Finance Committee Meeting will be Monday, October 29, 2018 at 5:00 p.m., where the committee will go over the 2019 budget, the property tax levy, and policies.

6.c. Director of Aquatics Operations – DoAO-MS discussed the details of her written report, which appear on pages 34 through 39 of the Agenda Packet.

- The pool will be closed from Nov. 12 through Nov. 25, and re-opening is scheduled to happen on Nov. 26, 2018.
- The next Special Events will be the October 20th "Pumpkin Plunge," and the "Turkey Races" event scheduled for November 10, 2018.

6.d. District Administrator – DA-RJR discussed the details of his written report, which appear on pages 40 through 41 of the Agenda Packet.

- Plan to attend the WCIA Full Board Meeting on October 19th.

- Attractive alternatives to the photocopier and its respective lease agreement were presented by Pacific Office Automation and Sharp Business Solutions, which will be presented to the Finance Committee on October 29th.
 -
 - Possible Text Message retention technology solutions needs further research.
- 6.e. Tukwila Pool Advisory Committee – No meeting in September, no report.
- 6.f. Marketing Committee – No meeting in September, no report.
- 6.g. Programming & Outreach Committee – C-CN – Report from the Oct. 3, 2018 meeting. Attendees: Aaron Shipman, Christine Neuffer, Sharon Shipman, Jessica
Program Guide due date is Nov. 6, 2018.
- Programming:**
- Staff will be receiving training on aquatics exercise. This will be train the trainer so knowledge can be passed inside the building. The goal will be to offer in-house cardio/aerobics. Seniors will be targeted.
 - Staff is learning the Red Cross program Whales Tales about water safety. The goal will be to bring the water safety program into schools.
 - There was some discussion about having earlier lesson times. This was tried, but the classes were empty. This may need further review.
 - There are not enough instructors to meet swim lesson demands.
 - There was discussion about developing additional programming for graduates of the swimming lessons.
- Outreach:**
- There was participation at Kids' Fest. Suggestion was made for the pool to show up at Harvest Fest on October 25, 2018 from 6:00 to 8:00 PM @ Tukwila Community Center. DoAO-MS agreed to contact the Tukwila Community Center to research this potential opportunity to do Outreach at the Harvest Fest event.
 - When an in-house exercise program is ready to go, it will need to be promoted.
 - Whales Tales should be limited to a 20- to 30-minute program. Sharon suggested that the PE teacher at Tukwila Elementary may be interested, too.
 - Suggested outreach to PTAs about the programs that are offered at the pool.
 - Would like to explore when, how often to send out emails to patrons about programming.
 - Suggest creating an advertisement that shows the programming paths through the pool over the lifetime so that patrons can be thinking about signing up for the next class.
- Other:**
- The idea was floated of getting small lockers for personal belonging on the pool deck that would hold small items like cell phones, ID, keys, etc.
- Tasks:**
- Propose to marketing that an advertisement be created that shows the programming paths for patrons- We want patrons to think of Tukwila Pool as their' home pool'

- Float idea of pool deck lockers.
- Committee to meet to review the brochure prior to publishing.
- Follow up on when how often to email patrons.
- Committee will be requesting data to review.

7. OLD BUSINESS ITEMS

- 7.a. Commissioners' Per Diem. Discussion. Motion by C-CN withdrawn. Motion by C-VZ withdrawn. No Action taken. Topic will not be on November 2018 agenda.
- 7.b. Ricoh Copier Termination – DA-RJR
Wells Fargo Vendor Financial Services, which was the holding company for our WSCA contract for the copier/scanner/printer, has been notified by our Letter of Intent to Terminate the Lease Agreement, and that the Ricoh copier will need to be removed by them, the arrangements therefor are pending scheduling by the DoAO. It will be replaced by a machine from a different vendor (see section 6.d. above).

8. NEW BUSINESS ITEMS

- 8.a. C-VZ discussed financial projections for 2019 based on the preliminary Property Tax Levy recently received from the King County Assessor's Office, as well as line-item budget considerations. DoAO-MS discussed the additional proposed expenditures presented in the Agenda Packet.
Moved by CP-EG to approve up to \$65,000.00 to be expended in 2018 as presented on pages 56 and 57 of the October 2018 Agenda Packet. Seconded by C-JFA. Motion carried (5-0).

9. MISCELLANEOUS

None.

10. EXECUTIVE SESSION – 9:01 to 9:39 p.m.

11. ADJOURNMENT

C-CN moved to adjourn, C-AS seconded. Motion carried (5-0).
Meeting adjourned at 9:41 p.m.

ATTEST:

Commissioner Aaron Shipman, Clerk of the Board

Date:

[NOTHING FOLLOWS]

MINUTES

TUKWILA POOL METROPOLITAN PARK DISTRICT BOARD of COMMISSIONERS

Valley View Water District

Tukwila, Washington

November 12, 2018

6:00 p.m.

COMMISSIONERS

ELLEN GENGLER, AARON SHIPMAN, JERI FRANGELLO-ANDERSON, CHRISTINE NEUFFER, VANESSA ZAPUTIL

CALL TO ORDER, MISSION & VISION, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Ellen Gengler (C-EG) called the meeting to order at 6:00 p.m. Also present were Commissioners Shipman (C-AS), Frangello-Anderson (C-JFA), Neuffer (C-CN) and Zaputil (C-VZ).

APPROVE AGENDA – ACTION TAKEN:

C-VZ (Commissioner Zaputil) moved to amend the agenda by moving Commissioner Report up before Public Comment, C-JFA seconded. Discussion. Motion to amend approve amended agenda. Motion made by C-VZ, seconded by C-AS.

VOTE TO AMEND AGENDA: 5 AYES

VOTE TO APPROVE AGENDA: 5 AYES

RECOGNITION OF EMPLOYEE OF THE MONTH

Justin Stowers was recognized as Employee of the Month.

COMMISSIONER REPORTS

PUBLIC COMMENT

Citizen David Puki commented on doors installed in maintenance shut down.

CONSENT AGENDA (6:20 p.m.)

5a Minutes of Special Meeting October 20, 2018

ACTION TAKEN: C-VZ (moved) C-AS (seconded), VOTE: 5 AYES

5b Approve Vouchers

ACTION TAKEN: C-VZ (moved) C-JFA (seconded), VOTE: 5 AYES

REPORTS (6:09 p.m.)

- 6a Finance Report
- 6c Director of Aquatics Operations
- 6e Tukwila Pool Advisory Committee (6:54 p.m.)
- 6f Marketing (6:56 p.m.)
- 6g Programming & Outreach (6:57 p.m.)

BUSINESS ITEMS

- 7a Public Hearing - 2019 Levy
Hearing opened at 7:12 p.m.
Hearing closed at 7:12 p.m.
No Public Comments
- 7b 2019 Levy Resolution – 2018-02
ACTION TAKEN: Approve Policy
C-JFA (moved) C-CN (seconded), VOTE: 5 AYES
2019 Levy Resolution – 2018-03
ACTION TAKEN: Approve Policy
C-JFA (moved) C-CN (seconded), VOTE: 5 AYES
- 7c District Administrator position (7:28 p.m.)
ACTION TAKEN: Internal Posting of DA position expiring 11/19 (7:58)
C-VZ (moved) C-JFA (seconded) VOTE: 3 AYES (C-JFA, C-VZ, C-EG)
2 NAYS (C-CN, C-AS)
ACTION TAKEN: Create a hiring committee for the purpose of reviewing qualifications and interviewing internal candidate(s) for the DA position, appointing Commissioner Neuffer and Commissioner Shipman to that committee(8:15 p.m.)
C-VZ (moved) C-EG (seconded) VOTE: 5 AYES
- 7d 2019 Budget (8:22 p.m.)
No Action Taken.
- 7e Financial Policy 528: Tukwila Pool Donations Policy
ACTION TAKEN: Amendment for 4.5 “the Director of Aquatic Operations may accept the donation only after they determine the necessity of said item(s”).
ACTION TAKEN: Approve Policy 528 w/ change to 4.5
C-JFA (moved) C-VZ (seconded), VOTE: 5 AYES

7f Financial Policy 580: Tukwila Pool Sponsorship Policy (8:41p.m.)
ACTION TAKEN: Amendment for 3.5. (formatting)
ACTION TAKEN: Approve Policy 580 w/change
C-VZ (moved) C-JFA (seconded), VOTE: 3 AYES (C-JFA, C-VZ, C-EG)
1 NAY (C-CN) | 1 ABSTAIN (C-AS)

MISCELLANEOUS (8:47 p.m.)

EXECUTIVE SESSION

ADJOURNMENT (8:49 p.m.)

ACTION TAKEN: C-VZ (moved) C-CN (seconded), VOTE: 5 AYES

TUKWILA POOL METROPOLITAN PARK DISTRICT
MEETING MINUTES of the BOARD of COMMISSIONERS (BoC)
SPECIAL MEETING DECEMBER 1, 2018

Location of Meeting: Tukwila Pool
4440 S 144th St
Tukwila, Washington 98168

Date & Time of Meeting: December 1, 2018, 1:00 p.m.

Commissioners: Ellen Gengler, Board President; Aaron Shipman, Board Clerk; Jeri Frangello-Anderson, Christine Neuffer, Vanessa Zaputil

Public: Kristine Selleck

1. CALL TO ORDER, MISSION & VISION, PLEDGE OF ALLEGIANCE, ROLL CALL
Commissioners' President, Ellen Gengler (CP-EG) called the meeting to order at 1 p.m.; read the Mission and Vision of the TPMPD, lead the group in the Pledge of Allegiance; and Roll Call. Present were Commissioner Shipman (C-AS), Commissioner Christine Neuffer (C-CS), Commissioner Frangello-Anderson (C-JFA). Commissioner Vanessa Zaputil joined the meeting via phone

2. APPROVE AGENDA – ACTION TAKEN:

C-JFA moved to approve agenda, C-CN seconded, Motion carried (5-0).

3. PUBLIC COMMENT – None

4. BUSINESS ITEM

Interview of internal candidate, Kristine Selleck for District Administer position

5. Executive Session

Went into Executive Session at 1:25p.m.
Returned to Public Session at 1:38 p.m.

6. MISCELLANEOUS – ACTION TAKEN:

C-JFA moved to hire Kristine Selleck as District Administrator

C-AS seconded the motion

Motion carried (5-0)

C-JFA moved to allow the District Administrator to exceed the normal 20-25 hour work week for a period of 90 days to allow for transition, training and hiring of new bookkeeper

C-AS seconded the motion

Motion carried (5-0)

7. Adjournment

C-CN moved to adjourn, C-AS seconded. Motion carried (5-0).

Meeting adjourned at 1:40p.m.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/06/2018

Total Amount: \$13,796.72

Control Total: 5

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20181029104239.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)):

Authorized District Signature

Date

10/29/18

Authorized District Signature

Date

10/31/18

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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_20181029104239.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9081589098	10/20/2018	\$156.52	DELIVERY DATE: 10/20/2018 CARBON DIOXIDE LIQUID BULK
ALARM CENTER, INC.			1143252	10/22/2018	\$90.00	SERVICE DATES: 11/01/2018 - 11/30/2018 FIRE AND SECURITY MONITORING FEES
CITY OF TUKWILA			LP-00113	10/25/2018	\$10,121.48	BILLING DATE: NOVEMBER / 2018 CITY BRIDGE LOAN PAYMENT
PUGET SOUND ENERGY			20181023	10/23/2018	\$3,218.72	SERVICE DATES: 09/21/2018 - 10/22/2018 UTILITIES NATURAL GAS
VALLEY VIEW SEWER DISTRICT			201810250381	10/25/2018	\$210.00	TPMPD MEETING SITE RENTAL: 3RD QUARTER 2018



Special District Voucher Approval Document

KCv2.0

Scheduled Payment Date: 11/13/2018

Total Amount: \$818.72

Control Total: 3

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20181106131650.csv

Fund #: 175910010

CONTACT INFORMATIONPreparer's Name: Kristine SelleckEmail Address: accounting@tukwilapool.org**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

[Signature] 11/9/18
Authorized District Signature Date

[Signature] 11/9/18
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 Email: SpecialDist.AP@kingcounty.gov
Accounts Fax: (206) 263-3767
Payable
Attn: Special
Districts
401 5th

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_20181106131650.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COMCAST BUSINESS			20181028	10/28/2018	\$138.55	SERVICE DATES: 11/08/2018 - 12/07/2018 BUSINESS CABLE AND INTERNET
ORCA PACIFIC, INC.			36457	10/29/2018	\$255.42	SHIP DATE: 10/26/2018 POOL CHEMICALS
WALTER E NELSON CO.			674976	10/24/2018	\$424.75	SHIP DATE: 10/24/2018 JANITORIAL SUPPLIES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/21/2018

Total Amount: \$1,185.66

Control Total: 7

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20181113182204.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

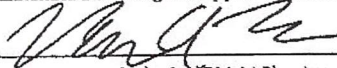
Email Address: accounting@tukwilapool.org

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)):


Authorized District Signature

11/16/18
Date


Authorized District Signature

11/16/18
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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_20181113182204.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIVIC PLUS			179357	10/31/2018	\$298.89	SERVICE DATES: 10/01/2018 - 10/31/2018 REVENUE PROCESSING SOFTWARE
FITT BALANCE LLC			1021	11/04/2018	\$200.00	SERVICE DATES: 10/05/2018 - 10/28/2018 - WEEKLY FRIDAY AND SUNDAY WATER AQUATIC FITNESS CLASSES
RICOH USA, INC.			101318254	11/05/2018	\$384.95	BILLING PERIOD: 10/30/2018 - 11/29/2018 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
SNURE LAW OFFICE, PSC			20181101	11/01/2018	\$72.00	SERVICE DATE(S): 10/03/2018 RE: REVIEW OF EMAILS, TELEPHONE CONVERSATION
VALLEY VIEW SEWER DISTRICT			20181101	11/01/2018	\$58.85	SERVICE DATES: 10/01/2018 - 10/31/2018 UTILITIES SEWER
WALTER E NELSON CO.			676067	11/01/2018	\$104.65	SHIP DATE: 10/31/2018 JANITORIAL SUPPLIES
WALTER E NELSON CO.			676170	11/01/2018	\$67.32	SHIP DATE: 11/01/2018 JANITORIAL SUPPLIES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/27/2018

Total Amount: \$73,212.03

Control Total: 6

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20181119132655.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)) :

Authorized District Signature

Date

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 Email: SpecialDist.AP@kingcounty.gov

Accounts Payable Fax: (206) 263-3767

Attn: Special

Districts

401 5th

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_20181119132655.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00114	11/15/2018	\$56,565.00	BILLING DATE: 12/2018 BOND LOAN PAYMENT
HIGHLINE DESIGN ALLIANCE			18-003	11/13/2018	\$660.00	WINTER 2019: TUKWILA POOL BROCHURE (8 HOURS) WITH PHOTO AND DESIGN FOR COMMISSIONER AND MGT
JAMISON, LACI			20181116	11/16/2018	\$191.08	SERVICE DATE: 11/10/2018 - 11/11/2018 295 MILES AND FOOD FOR AEA AQUATIC WORKSHOPS FOR L. JAMISON
ORCA PACIFIC, INC.			36620	11/12/2018	\$800.84	SHIP DATE: 11/09/2018 POOL CHEMICALS
VORTEX INDUSTRIES, INC.			1290741	11/12/2018	\$2,000.22	SERVICE DATE: 11/09/2018 DIRECTOR OFFICE DOOR REPLACEMENT PWR COMBO FORM 824360
VORTEX INDUSTRIES, INC.			1286092	11/09/2018	\$12,994.89	SERVICE DATE: 11/06/2018 - 11/09/2018 6 LOBBY DOOR REPLACEMENT PWR: INTENT 938958, AFFIDAVIT 824355



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

Commissioners verbally present their reports.

STATE OF THE DISTRICT 2018

I've been thinking about government and society, and our role as citizens.

In its simplest form, governing is, "to conduct the actions, policies and affairs of an organization." An organization is defined as, "a social unit of people that is structured and managed to meet a need or to pursue collective goals." Organizations are foundational; building blocks of a community. Think libraries, city government, police and fire stations, churches and schools. Formed by communities who determine these services are essential and make the organizations viable by voting, funding, using or participating in the services offered.

In August of 2011, the community of Tukwila voted to create the organization of which we are attending the meeting of tonight – the Tukwila Pool Metropolitan Park District.

The TPMPD is not separate from the people who created it, the people who participate in the programs, the people who operate the pool, those ensuring the safety of the patrons and the cleanliness of the building, or even those who voted for the District but have never been inside the facility. The Tukwila Pool is an organization of the community of Tukwila. We serve our fellow citizens, residents and all those who participate in this organization.

Earlier this year, at our annual Board Retreat, the board members committed to outreach. To sharing the TPMPD mission and vision, our organizational purpose, to our community. We chose to do this to ensure that the TPMPD remains relevant and vital to current and new community members.

The TPMPD was established:

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.

There is no deadline, no stop date for the Tukwila Pool. This is an organization created to serve the community in perpetuity. I am honored to have served as President this past year.


My fellow Commissioners continually model careful and intentional stewardship and engagement. They have made themselves available to assist me whenever asked, and even before being requested. I cannot thank you enough for your help. This year two positions will be up for election, or can I say "re-election"? I've also had the pleasure of working with our new Commissioner, Aaron Shipman, who has brought his talents, and family, to the pool. Aaron, thank you for your patience and great attitude. It really has been a joy.

The Operational staff of the pool is without equal. The Director of Aquatics Operations is a template of what an ideal manager should be, and is mentoring a young and enthusiastic group of assistant managers, who in turn are working with a vibrant staff of lifeguards, instructors and front desk personnel. Recently, our soon to be former bookkeeper accepted the pivotal position of District Administrator; I can only imagine what will be accomplished by this team. I am so excited for 2019!

Finally I want to acknowledge our “amazing” volunteers, including (of course), TPAC (Ivan, Jacque, Di and Sharon), the members and coaches of the Foster’s Girls swim team (Go Bulldogs!), our recent sponsors, community members (Dave, Sheri) and drafted friends and family members - “volunteers by association,” who are often seen at events, clean ups and most recently at our maintenance closure, helping out however they can – or been told to - (Ballie, Jay, Brice, Madie, Kobie, Alex... you know who I am talking about!)

Before closing I wanted to share a passage from Teddy Roosevelt’s speech **Duties of American Citizenship**. He gave this speech in 1883 in Buffalo, NY while serving as an assemblyman. I offer this to you with sincere gratitude and recognition for your service in our community.

“of what I wish to talk of is the attitude of the American citizen in civic life. It ought to be axiomatic in this country that every citizen must devote a reasonable share of their time to doing their duty in the Political life of the community. No citizen has a right to shirk their political duties under whatever plea of pleasure or business; and while such shirking may be pardoned in those of small means it is entirely unpardonable in those among whom it is most common—in the people whose circumstances give them freedom from the basic struggle to make ends meet. ...A great many of our citizens rather view themselves upon being good citizens if they even vote; yet voting is the very least of our duties, Nothing worth gaining is ever gained without effort. You can no more have freedom without striving and suffering for it than you can win success without labor and effort, without self-denial and the display of a ready and alert intelligence. The people who say that they have not time to attend to politics are simply saying that they are unfit to live in a free community.”


Ellen Bengtson
12/8/2018



Tukwila Pool Metropolitan Park District Operations Report for November 2018

December 10th, 2018

Program Report:

- Due to the closure November 12-25th, we of course didn't have any programs going. We did take in December's registration in November and that is reflective on the income report.

Maintenance report:

- Our scheduled closure went well. We opened on time with no issues. Chemicals were perfectly balanced as well as the temperature exactly where it needed to be. I am very proud of the hard work staff had to put in to make this happen.
- We have had nothing but compliments everyday how nice the facility looks. The most compliments have been on the new doors. People love that they are easier to open, and that you can see children on the other side to prevent hitting them when opening the door. The 2nd most compliments we have gotten, have been about the new benches in the locker rooms.
- We have been having problems with the pool air locking and causing pressure differentials because of the air in the lines. We are working with Orca's to try and see what the cause is.
- Our Fire system needs some updates and we have some heat sensors that have corroded and gone bad. I am waiting on a quote from Froula. We have troubles that go off all the time now that all started on Tuesday December 4th.

Staff

- We have a new assistant manager Justin Stowers! Hillary is no long with us and wanted to focus on school. Justin has been amazing thus far and he will oversee the events, with my help, going forward.



Revenue Report for December 2018 TPMPD Board Meeting October 2018 & November 2018 Monthly Comparison

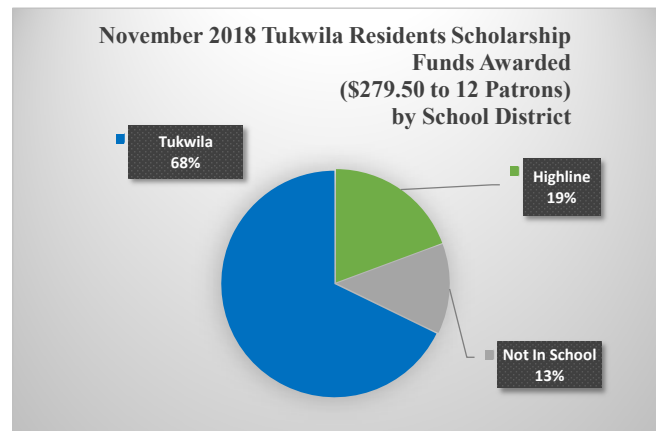
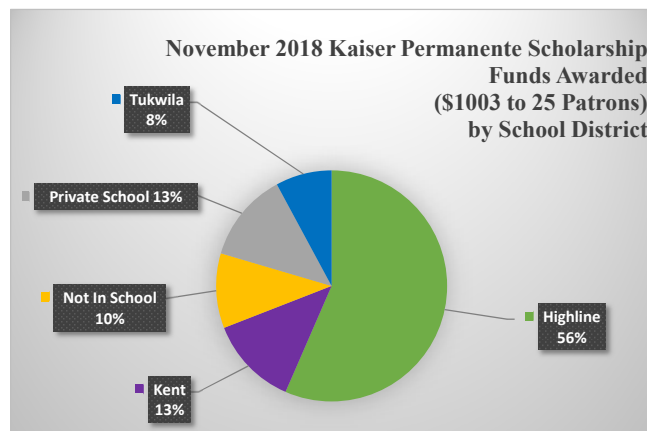
Category	October 2017	October 2018	November 2017	November 2018
341.70.10 Merchandise Sales (Taxable)	\$ 167.20	\$ 395.04	\$ 185.87	\$ 171.31
341.70.20 Merchandise Sales (Non-Taxable)	\$ 255.00	\$ 194.90	\$ 158.00	\$ 95.75
347.30.10 Pass Sales	\$ 1,025.54	\$ 2,553.59	\$ 1,952.69	\$ 1,652.44
347.30.20 General Admission	\$ 2,161.64	\$ 1,908.51	\$ 2,103.41	\$ 1,132.91
347.30.30 Special Events	\$ 218.16	\$ 333.79	\$ 163.59	\$ 138.84
347.60.10 Swim Classes/Instruction	\$ 6,580.70	\$ 4,136.50	\$ 4,600.31	\$ 3,843.00
347.60.20 Exercise Classes	\$ 57.00	\$ 299.75	\$ 10.00	\$ 40.00
347.60.30 Lifeguard Classes	\$ 25.00	\$ -	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.90.10 Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 820.63	\$ 681.81	\$ 506.42	\$ 112.73
362.40.20 Equipment (Locker) Rental	\$ 210.45	\$ -	\$ -	\$ 105.45
362.40.30 Facility Rental (long-term)	\$ 22,569.69	\$ 13,600.00	\$ 3,862.00	\$ 6,572.50
367.10.10 Cash Donations	\$ 17.00	\$ 5.25	\$ 65.00	\$ 3.00
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ (28.37)	\$ (4.70)	\$ (3.66)	\$ (3.25)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 1,120.75	\$ 288.00	\$ 313.53	\$ 279.50
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
369.00.10 Account Credit	\$ (11.00)	\$ -	\$ -	\$ -
Total Pool Operations Revenue	\$ 35,189.39	\$ 24,407.44	\$ 13,917.16	\$ 14,159.18
313.11.00 Sales Tax Collected	\$ 447.09	\$ 588.26	\$ 490.58	\$ 331.82
Total:	\$ 35,636.48	\$ 24,995.70	\$ 14,407.74	\$ 14,491.00

Revenue Report for December 2018 TPMPD Board Meeting October 2018 & November 2018 Monthly Comparison

Scholarship Funds Applied	October 2017	October 2018	November 2017	November 2018
Pre-School Classes	\$ 22.00	\$ 24.00	\$ -	\$ 39.00
Minnow Swim Classes (Ages 5 & under)	\$ 211.75	\$ 623.00	\$ 72.88	\$ 508.00
Sharks Swim Classes (Ages 6+)	\$ 713.75	\$ 2,390.00	\$ 145.76	\$ 1,359.00
Super Strokes Swim Classes	\$ 173.25	\$ 96.00	\$ 94.89	\$ 160.50
Pre-Comp Swim Classes	\$ -	\$ 72.00	\$ -	\$ 54.00
Private Lessons	\$ -	\$ 480.00	\$ -	\$ 90.00
Adult Swim Classes	\$ -	\$ 192.00	\$ -	\$ 72.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 1,120.75	\$ 3,877.00	\$ 313.53	\$ 2,282.50

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ 25.00	\$ -	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.60.10 Swim Classes/Instruction	\$ 6,580.70	\$ 4,136.50	\$ 4,600.31	\$ 3,843.00
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 7,726.45	\$ 8,013.50	\$ 4,913.84	\$ 6,125.50

November 2018 Scholarship Statistics





Tukwila Pool Metropolitan Park District
CivicPlus GL Summary
November 2018

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 79.75	\$ -	\$ 91.56	\$ 171.31
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 47.35	\$ -	\$ 48.40	\$ 95.75
Revenue	347.30.10: Pass Sales	\$ 308.61	\$ 50.90	\$ 1,292.93	\$ 1,652.44
Revenue	347.30.20: General Admission	\$ 708.63	\$ -	\$ 424.28	\$ 1,132.91
Revenue	347.30.30: Special Events	\$ 88.61	\$ -	\$ 50.23	\$ 138.84
Revenue	347.60.10: Swim Classes and Instruction	\$ 55.00	\$ -	\$ 3,788.00	\$ 3,843.00
Revenue	347.60.20: Exercise Classes	\$ 15.00	\$ -	\$ 25.00	\$ 40.00
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ -	\$ 15.00	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ 21.82	\$ -	\$ 90.91	\$ 112.73
Revenue	362.40.20: Equipment Rentals (Lockers)	\$ 105.45		\$ -	\$ 105.45
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ -	\$ 1,507.50	\$ 5,065.00	\$ 6,572.50
Revenue	367.10.10: Cash Donations	\$ 3.00	\$ -	\$ -	\$ 3.00
Liability	313.11.00: Sales Tax Collected	\$ 131.63	\$ 5.10	\$ 195.09	\$ 331.82
Totals for GL Codes		\$ 1,564.85	\$ 1,563.50	\$ 11,086.40	\$ 14,214.75
QBO Adjustments:	TPMPD Scholarship Funds Applied				\$ 279.50
	Deposit Over/Short				\$ (3.25)
Total:					\$ 14,491.00



Run On 12/01/2018 04:32 PM
Run By TPMPD Bookkeeper
From 11/01/2018 12:00 AM
To 11/30/2018 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018-1 Month Adult	18
2. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	58
3. 10 Visit Memberships 10x Adult	12
4. 10 Visit Memberships 10x Youth/Veteran/Senior	10
5. 10 Visit Memberships 2018 10x Adult	38
6. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	137
7. 3 Month Memberships 2018 3 Month Adult	17
8. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	42
9. Annual Memberships 1 Year Adult	9
10. Annual Memberships 1 Year Youth/Vet/Senior	61
11. Annual Memberships 2018-1 Year Adult	7
12. Annual Memberships 2018-1 Year Youth/Vet/Senior	64
13. Annual Memberships Employee Family Pass	1
14. Annual Memberships Youth/Senior Non-Resident	3
15. Exercise Pass 10 Visit 10x Exercise Adult	1
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	10
	488
Totals for Check-In Summary by Membership	488



Run On 12/01/2018 04:33 PM
Run By TPMPD Bookkeeper
From 11/01/2018 12:00 AM
To 11/30/2018 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	10	\$45.47
2. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	55	\$250.20
3. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	6	\$27.30
4. POS Item: 2018 Adult (18-54) Resident Family Swim	12	\$49.11
5. POS Item: 2018 Adult (18-54) Resident Lap Swim	17	\$69.54
6. POS Item: 2018 Adult (18-54) Resident Open Swim	5	\$20.46
7. POS Item: 2018 Late Night (Friday) Resident	23	\$52.28
8. POS Item: 2018 NO SCHOOL Special (Early Release)	2	\$4.55
9. POS Item: 2018 Senior (55+) NON-Resident Family Swim	4	\$11.82
10. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	16	\$47.22
11. POS Item: 2018 Senior (55+) NON-Resident Open Swim	1	\$2.95
12. POS Item: 2018 Senior (55+) Resident Family Swim	2	\$5.90
13. POS Item: 2018 Senior (55+) Resident Lap Swim	69	\$203.57
14. POS Item: 2018 Senior (55+) Resident Open Swim	4	\$11.80
15. POS Item: 2018 Senior Exercise (55+) NON-Resident	5	\$25.00
16. POS Item: 2018 Senior Exercise (55+) Resident	3	\$15.00
17. POS Item: 2018 Special Events NON-Resident	10	\$29.53
18. POS Item: 2018 Special Events Resident	37	\$109.31
19. POS Item: 2018 Veteran NON-Resident Open Swim	1	\$2.95
20. POS Item: 2018 Veteran Resident Lap Swim	5	\$14.75
21. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	12	\$35.43
22. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	21	\$62.00
23. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	6	\$17.72
24. POS Item: 2018 Youth (3-17) Resident Family Swim	23	\$67.94
25. POS Item: 2018 Youth (3-17) Resident Lap Swim	29	\$85.65
26. POS Item: 2018 Youth (3-17) Resident Open Swim	15	\$44.30
27. POS Item: Cliff Bar	8	\$12.00
28. POS Item: Cliff Bar - staff	15	\$16.50
29. POS Item: Corn Nuts	13	\$19.50
30. POS Item: Corn Nuts - staff	1	\$0.75
31. POS Item: Donation	12	\$3.00
32. POS Item: Gatorade	19	\$25.88
33. POS Item: Gatorade - staff	42	\$28.63
34. POS Item: Gold Fish	9	\$6.75
35. POS Item: Gold Fish - Staff	8	\$3.62
36. POS Item: Locker Rental (Individual)	232	\$105.45
37. POS Item: Meat Stick	3	\$4.50
38. POS Item: Meat Stick - staff	21	\$15.75
39. POS Item: Nuts	10	\$7.50
40. POS Item: Nuts - staff	7	\$3.50
41. POS Item: Peanut Butter Crackers	9	\$4.50
42. POS Item: Peanut Butter Crackers - Staff	18	\$4.13
43. POS Item: Swim cap, silicone	2	\$18.18
44. POS Item: Swim Diaper	2	\$3.64
45. POS Item: Swim Goggles	7	\$44.53
46. POS Item: Trail Mix	1	\$1.50
47. POS Item: Trail Mix - staff	4	\$3.00
48. POS Item: TV Advertising (Monthly)	0	\$15.00
49. POS Item: Vitamin Water - staff	25	\$22.73
50. POS Item: Water	15	\$13.65
51. POS Item: Water - staff	14	\$6.32
	890	\$1,702.26
Totals for POS Summary Report		
	890	\$1,702.26

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Kristine Selleck, District Administrator

DATE: December 10, 2018

SUBJECT: District Administrator's Report

I have spent the first week in my new position working on the following:

- a. Setting up a new district email address that is specific to the District Administrator position rather than to the individual holding the position at the time. This has created an alias for the former District Administrator. I recommend this process for future email assignments because it is both cost efficient and will help us keep track of historical communications efficiently.
 - b. Training with our Board President on various aspects of my new position including assembling the Agenda Packet.
 - c. Continuing my work with organizing our Records Room and Administrative Office.
2. Our Director of Aquatics Operations has posted the Bookkeeper position and we have received several resumes. We will be able to review these over the next couple of weeks. In the meantime, I have continued performing the Bookkeeper position duties while planning training procedures for our future new hire.
 3. We received the Levy Limit Worksheet – 2019 Tax Roll document and a Certification of Assessed Valuation from John Wilson, King County Assessor.

ATTACHMENTS

1. Levy Limit Worksheet – 2019 Tax Roll
2. Certification of Assessed Valuation
3. WCIA 2019 Deductible Renewal signed

LEVY LIMIT WORKSHEET – 2019 Tax Roll

TAXING DISTRICT:

Tukwila Pool Metropolitan Park

The following determination of your regular levy limit for 2019 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
3,687,806	Levy basis for calculation: (2018 Limit Factor) (Note 2)	3,687,806
1.0100	x Limit Factor	1.0217
3,724,684	= Levy	3,767,795
245,371,242	Local new construction	245,371,242
9,776,677	+ Increase in utility value (Note 3)	9,776,677
255,147,919	= Total new construction	255,147,919
0.15513	x Last year's regular levy rate	0.15513
39,581	= New construction levy	39,581
3,764,265	Total Limit Factor Levy	3,807,376
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
3,764,265	Total Limit Factor Levy + new lid lifts	3,807,376
6,673,839,922	+ Regular levy assessed value less annexations	6,673,839,922
0.56403	= Annexation rate (cannot exceed statutory maximum rate)	0.57049
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
3,764,265	+ Limit Factor Levy	3,807,376
3,764,265	= Total RCW 84.55 levy	3,807,376
2,163	+ Relevy for prior year refunds (Note 5)	2,163
3,766,428	= Total RCW 84.55 levy + refunds	3,809,539
	Levy Correction: Year of Error (+or-)	
3,766,428	ALLOWABLE LEVY (Note 6)	3,809,539
Increase Information (Note 7)		
0.56436	Levy rate based on allowable levy	0.57082
955,000	Last year's ACTUAL regular levy	955,000
2,769,684	Dollar increase over last year other than N/C – Annex	2,812,795
290.02%	Percent increase over last year other than N/C – Annex	294.53%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	6,673,839,922
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	5,005,380
	+Omitted assessments levy	0
	=Maximum statutory levy	5,005,380
	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.



King County

Department of Assessments

Accounting Division

500 Fourth Avenue, ADM-AS-0725
Seattle, WA 98104-2384

(206) 263-2308 FAX (206) 296-0106

Email: assessor.info@kingcounty.gov

<http://www.kingcounty.gov/assessor/>

John Wilson
Assessor

CERTIFICATION OF ASSESSED VALUATION

I, John Wilson, King County Assessor, pursuant to the duty imposed upon me by RCW 84.48.130, certify that the assessed valuation of all the taxable property situated within the boundaries of the Tukwila Pool Metropolitan Park for the assessment year 2018 and tax year 2019 is \$6,673,839,922 and is recorded as such in the King County Assessment Roll.

The above valuation is based upon the values established and certified in the 2018 assessment year and certified to the King County Board of Equalization on October 31, 2018 pursuant to RCW 84.40.320.

This valuation includes \$255,147,919 which is the value of new construction and improvements to property in 2018, plus any increase in the value of state-assessed property included in the certificate of values from the Washington State Department of Revenue received November 8, 2018.

The value herein certified to you has been adjusted to exclude \$13,626,717, which is exempt from taxation pursuant to RCW 84.36.381, and does not include all changes that may be ordered by the King County Board of Equalization, which is now in session and will remain so for an undetermined period of time.

Dated this 28th day of November, 2018.

John Wilson, King County Assessor

Tukwila Pool Metropolitan Park District
2019 Auto Physical Damage/Property Deductible Renewal Form

Please complete this form to choose 2019 group Auto Physical Damage and/or Property coverage deductibles. Mark only one deductible for each program and sign the form. Return via email to TiffanyW@wciapool.org. Please contact Tiffany Woods at WCIA if you need assistance in making the deductible choice.

Auto Physical Damage Program

Current Auto Values: N/A

Current Deductible: N/A

2019 Deductible Select Below:

- ☐ \$250
- ☐ \$500
- ☐ \$1,000
- ☐ \$5,000
- ☐ \$25,000

2019 Premium*

N/A
N/A
N/A
N/A
N/A

Property Program

Current Property Values: \$3,958,025

Current Deductible: \$25,000

2019 Deductible Select Below:

- ☐ \$1,000
- ☐ \$5,000
- ☒ \$25,000
- ☐ \$50,000

2019 Premium*

\$8,193
\$6,095
\$4,512
\$3,958

Please email this form to Tiffany Woods at WCIA by December 7, 2018. Your 2018 deductibles will be used for 2019 if not received by the deadline.

Vanessa Zapata
Printed Name

[Signature]
Signature

11/26/18
Date

*Estimated premiums are based on the auto/property values as of November 16, 2018.



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of October 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	26,239.69
111.11 US Bank Deposit Acct - 8744	244,014.37
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	304,482.26
115.21 KC Fund 175910010 General	376,476.29
Total Bank Accounts	\$951,212.61
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	507.20
Total Other Current Assets	\$907.20
Total Current Assets	\$952,119.81
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Total Fixed Assets	\$2,063,021.99
TOTAL ASSETS	\$3,015,141.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	1,618.44
Total Credit Cards	\$1,618.44
Other Current Liabilities	
231.00 Payroll Liabilities	1,584.69
Total Other Current Liabilities	\$1,584.69
Total Current Liabilities	\$3,203.13
Long-Term Liabilities	
217.10 Bond Payable	464,301.97
227.00 Bridge Loan Payable	531,506.08
Total Long-Term Liabilities	\$995,808.05
Total Liabilities	\$999,011.18
Equity	\$2,016,130.62
TOTAL LIABILITIES AND EQUITY	\$3,015,141.80



Tukwila Pool Metropolitan Park District
Budget Report for December, 2018 - BoC Meeting
2018 Actual Figures through 10/31/2018 (83.33% of the Year)

	A	B	C	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget
2	Unrestricted Opening Balance	308.80.00		198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36	
3	Revenues									
4	General Property Tax									
5	Real and Personal Property Tax	311.10.00	Based on estimates provided by King County-assumption of 6% increase	790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	877,830.96	95.56%
6	Total 311 General Property Tax			790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	877,830.96	
7	Local Retail Sales & Use Taxes									
8	Sales Tax Collected	313.11.00	10% of Taxable sales	5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	6,561.55	86.85%
9	Total 313 Local Retail Tax			5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	6,561.55	
10	Merchandise									
11	Taxed Merchandise Taxable	341.70.10	Gatorade, Vitamin Water, goggles, caps, shirts, etc.	1,700.00	2,390.84	3,000.00	2,689.15	3,000.00	3,732.89	124.43%
12	Untaxed Merchandise Non-taxable	341.70.20		700.00	1,332.36	1,900.00	2,962.01	2,000.00	2,547.00	127.35%
13	Total 341 Merchandise			2,400.00	3,723.20	4,900.00	5,651.16	5,000.00	6,279.89	
14	Cultural and Recreation									
15	Activity Fees (General Passes) Taxable	347.30.10		20,400.00	23,641.12	22,500.00	21,524.26	24,200.00	23,676.68	97.84%
16	Activity Fees (General Admissions) Taxable	347.30.20		31,200.00	29,895.49	27,000.00	36,576.41	38,500.00	31,942.83	82.97%
17	Activity Fees (Special Events) Taxable	347.30.30		1,800.00	1,314.61	1,600.00	2,124.73	2,200.00	1,906.27	86.65%
18	Program Fees (Swim Classes) Non-taxable	347.60.10		80,000.00	61,278.50	93,000.00	65,973.68	60,000.00	84,215.60	140.36%
19	Program Fees (Exercise Classes) Non-taxable	347.60.20		1,500.00	330.89	800.00	415.00	300.00	2,823.25	941.08%
20	Program Fees (Lifeguard Classes) Non-taxable	347.60.30	*2019: 10 patrons at \$125 each, TSD LG Class 1 semester	1,000.00	-	1,000.00	880.00	1,250.00	1,225.00	98.00%
21	Other Fees (pass through to Red Cross) Non-taxable	347.90.00	Patrons lifeguard class (cert fee included) 10x\$35	200.00	100.00	300.00	105.00	350.00	315.00	90.00%
22	Other Fees (Advertising/Sponsorship) Non-taxable	347.90.10	TV, Brochure, Banners						1,190.00	
23	Total 347 Cultural and Recreation			136,100.00	116,560.61	146,200.00	127,599.08	126,800.00	147,294.63	
24	Interest									
25	Interest Earnings	361.10.00		850.00	2,564.03	2,500.00	5,227.85	4,500.00	8,051.25	178.92%
26	Total 361 Interest			850.00	2,564.03	2,500.00	5,227.85	4,500.00	8,051.25	
27	Rents, Leases and Concessions									
28	Rentals (Short-Term, One Time) Taxable	362.40.10	Provide customer information	3,600.00	5,049.92	3,000.00	8,002.31	7,150.00	4,128.41	57.74%
29	Equipment and Locker Rentals - Taxable	362.40.20		1,000.00	328.76	1,200.00	985.96	500.00	301.81	60.36%
30	Rentals (Long-Term/Contracted) Non-taxable	362.40.30		42,000.00	54,186.00	50,000.00	96,273.35	83,950.00	70,768.50	84.30%
31	Total 362 Rents, Leases and Concessions			46,600.00	59,564.68	54,200.00	105,261.62	91,600.00	75,198.72	
32	Contributions from Private Sources									
33	Cash Donations Non-taxable	367.10.10		250.00	190.00	250.00	755.00	200.00	75.80	37.90%
34	Gifts In-Kind Non-taxable	367.10.20			-		-			
35	Grant Revenue Swim Lessons	367.10.30						10,000.00	10,000.00	100.00%
36	Grant Revenue Junior Guard	367.10.40						5,000.00	5,000.00	100.00%
37	Grant Revenue Misc. Overhead	367.10.50						5,000.00	5,000.00	100.00%
38	Total 367 Contributions			250.00	190.00	250.00	755.00	20,200.00	20,075.80	
39	Miscellaneous Revenue									
40	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information				53.27		-	
41	Other Miscellaneous Revenue Non-taxable	369.91.00	provide detail if used		(23.84)		(362.43)			
42	Adult Free Passes Applied	369.91.20	20% of those distributed			60.00	-			
43	Youth Free Passes Applied	369.91.30	20% of those distributed			300.00	9.00			
44	Scholarship Funds Applied	369.91.10	Include name of recipient	10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	6,429.50	64.30%
45	Discounts Applied	369.91.40					(44.00)			
46	Gift Certificates	369.91.50					322.00			
47	Deposit Over / Short	369.80.00					11.31		15.15	
48	Total 369 Miscellaneous Revenue			10,000.00	10,045.53	10,360.00	7,334.07	10,000.00	6,444.65	
49	Sales of Capital Assets									
50	Sales of Capital Assets	395.10.00					272.73		13.64	
51	Total 395 Sale of Capital Assets			-	-	-	272.73		13.64	
52	Nonrevenue Transfers In									
53	Transfers In from Capital Improvement Fund	397.00.10		50,000.00			-			
54	Total 397 Transfers-In			50,000.00	-	-	-			
55	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,147,751.09	



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1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget
56	Expenditures									
57	Board Expenditures									
58	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings	5,000.00	1,605.50	5,130.00	5,130.00	5,130.00	3,232.00	63.00%
59	BOC Supplies									
60	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	71.30%
61	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	200.00	185.19	100.00	18.68	100.00	46.22	46.22%
62	BOC Meeting Food	576.20.100.30.30	retreat	250.00	120.97	250.00	102.07	250.00	149.80	59.92%
63	BOC Services									
64	Consultant Fees	576.20.100.40.10		500.00	23.50	500.00	-	300.00	-	0.00%
65	Transcription Services	576.20.100.40.20		3,200.00	5,634.00	5,400.00	3,238.00	750.00	-	0.00%
66	Meeting Site Rental	576.20.100.40.30		1,000.00	670.00	600.00	-	600.00	1,355.00	225.83%
67	Public Records Request	576.20.100.40.40		1,000.00	16.43	500.00	-	500.00	-	0.00%
68	BOC Travel (non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	200.00		200.00	-	100.00	-	0.00%
69	BOC Development									
70	Travel/Transportation	576.20.100.40.61	For development purposes only	200.00	58.45	200.00	43.60	200.00	-	0.00%
71	Tuition/Registration Fees	576.20.100.40.62		650.00	250.00	650.00	-	650.00	-	0.00%
72	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	1,000.00	812.73	200.00	135.00	200.00	-	0.00%
73	BOC Intergovernmental Costs									
74	Election Costs	576.20.100.50.10	billed in 2018 for the 2017 election cycle	5,900.00	5,988.43	-	-	6,000.00	9,174.11	152.90%
75	Total 576.20.100 Board Expenditures			19,350.00	15,429.71	13,830.00	8,667.35	14,880.00	14,028.43	
76	Executive Expenditures									
77	Executive Salaries & Wages									
78	Wages Executive Director/District Administrator	576.20.200.10.10		45,000.00	43,854.09	46,456.00	36,890.94	37,740.00	29,068.24	77.02%
79	Other Taxable Compensation (Benefit Stipend)	576.20.200.10.20		6,750.00	5,343.75	6,968.00	5,272.48	5,661.00	4,038.65	71.34%
80	Executive Personnel Benefits									
81	Non-Taxable Benefits									
82	FICA	576.20.200.20.11	Included in Pool Personnel Benefits	3,646.00		4,087.00	-			
83	Unemployment	576.20.200.20.12		912.00		2,420.00	-			
84	L & I	576.20.200.20.13		456.00		122.00	-			
85	Executive Development									
86	Travel/Transportation	576.20.200.40.11	For development purposes only	200.00		70.00	43.25	150.00	42.12	28.08%
87	Tuition/Registration Fees	576.20.200.40.12		500.00		500.00	380.00	500.00	-	0.00%
88	Travel (non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	650.00	1,296.25	200.00	-	200.00	11.34	5.67%
89	Total 576.20.200 Executive Expenditures			58,114.00	50,494.09	60,823.00	42,586.67	44,251.00	33,160.35	



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1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget
90	Shared Expenditures									
91	Shared Salary & Wages									
92	Wages Bookkeeper	576.20.300.10.10		12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	15,486.79	123.89%
93	Other Taxable Compensation (Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	620.23	
94	Non-Taxable Benefits									
95	FICA	576.20.300.20.11	Included in Pool Personnel Benefits			575.00	-			
96	Unemployment	576.20.300.20.12				450.00	-			
97	L & I	576.20.300.20.13				70.00	-			
98	Shared Supplies/Equipment									
99	Office/Computer Supplies/Equipment (consumable)									
100	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,000.00	852.04	1,000.00	1,325.25	1,500.00	1,101.27	73.42%
101	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	900.00	388.96	800.00	555.88	550.00	490.40	89.16%
102	Office/Computer Supplies/Equipment (non-consumable)									
103	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	1,005.49	1,000.00	475.91	1,000.00	4,594.36	459.44%
104	Computer Equipment (replacement)	576.20.300.30.14	2019 Need to replace laptop: \$600		-	1,000.00	2,007.41	2,500.00	4,586.80	183.47%
105	Shared Services									
106	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	3,400.00	444.40	1,000.00	2,138.42	4,000.00	3,254.92	81.37%
107	Legal Services	576.20.300.40.20		13,750.00	5,037.00	10,000.00	5,912.00	8,000.00	2,254.00	28.18%
108	Communication Services									
109	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		100.00	
110	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	174.73	87.37%
111	Website & email hosting	576.20.300.40.33	Rackspace & Bluehost	500.00	1,399.83	1,300.00	1,312.88	1,500.00	1,576.40	105.09%
112	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	8,190.38	7,750.00	7,594.98	7,500.00	4,210.35	56.14%
113	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office (\$950), Adobe DC (\$200), When to Work (\$360), McAfee (\$40)	720.00	1,504.02	1,500.00	956.66	1,600.00	1,193.19	74.57%
114	Advertising/Posting Fees	576.20.300.40.36	For posting DOAO position only		455.00	200.00	329.00	200.00	-	0.00%
115	Printing & Copying Services	576.20.300.40.37	For Ricoh & other non-program printing services	3,000.00	4,854.70	4,700.00	5,471.59	5,500.00	4,393.00	79.87%
116	Bank Charges	576.20.300.40.40		1,800.00	801.26	2,300.00	343.60	800.00	(792.41)	-99.05%
117	Payroll Services	576.20.300.40.50	\$5614.60 year \$60.50 timeclock, \$230/month	2,820.00	5,440.76	5,000.00	5,235.27	6,000.00	4,183.28	69.72%
118	Membership Dues	576.20.300.40.60	Annual: Costco \$60, WRPA \$580, MRSC Rosters \$135, Amazon Prime \$110, ARC \$300	960.00	700.00	1,000.00	1,168.26	1,000.00	775.00	77.50%
119	Miscellaneous Services	576.20.300.40.70		1,000.00	0.02	500.00	-	500.00	-	0.00%
120	Risk Management Services									
121	Security & Fire Alarm	576.20.300.40.81	Monitoring \$90/month = \$1080, Yearly Inspection \$320	4,170.00	4,423.71	4,200.00	2,462.39	2,500.00	2,203.83	88.15%
122	Pest Control	576.20.300.40.82	Orkin - quarterly \$165.51 total \$662.04	800.00	655.13	700.00	576.55	700.00	685.10	97.87%
123	Insurance	576.20.300.40.83	WCIA - Travelers	12,420.00	12,148.00	12,612.00	13,170.00	14,000.00	11,176.00	79.83%
124	Fingerprinting (WSP)	576.20.300.40.84	*2019- \$55 per person x 20 people + \$7.5 average fingerprinting (\$5 for res, \$10 non res)		62.09	800.00	385.00	900.00	890.00	98.89%
125	Financial Services									
126	Independent	576.20.300.40.91	Independent		7,098.35		-			
127	CPA Services	576.20.300.40.92		10,000.00	7,458.50	10,000.00	6,627.50	8,000.00	4,066.00	50.83%
128	Software Programs (financial)	576.20.300.40.93	QuickBooks Online Subscription \$75/ quarter =\$300	500.00	262.44	500.00	150.00	500.00	225.00	45.00%
129	Shared Intergovernmental Services									
130	External Taxes and Operating Assessments	576.20.300.50.10	include description	5,000.00	49.00	1,000.00	-			
131	Washington Business License	576.20.300.50.20				-	-		19.00	
132	Tukwila Business License	576.20.300.50.30				-	-			
133	Annual Permits	576.20.300.50.40	King Co Health	800.00	593.00	600.00	593.00	650.00	593.00	91.23%
134	Interlocal Agreements	576.20.300.50.50				-	-			
135	State Audit	576.20.300.50.60	2019 SAO Rates: -\$100/hr local gov audit work -\$125/hr fraud investigations -\$75/hr auditors in travel status	5,000.00		13,500.00	2,606.09	-	5,415.70	
136	Total 576.20.300 Shared Expenditures			92,230.00	65,544.76	91,757.00	72,633.97	82,100.00	73,475.94	



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137	Swimming Pool Expenditures									
138	Swimming Pool Salaries and Wages									
139	Lifeguards	576.20.400.10.10		65,116.00	71,867.59	96,000.00	108,028.79	126,450.00	110,800.10	87.62%
140	Instructors	576.20.400.10.20		32,642.00	37,391.80	52,000.00	41,251.52	42,500.00	52,200.37	122.82%
141	Water Exercise Instructor	576.20.400.10.25		-	-	-	-	-	-	
142	Head Guards	576.20.400.10.30		43,275.00	36,090.33	-	-			
143	Director of Aquatic Operations	576.20.400.10.40		55,000.00	56,705.55	55,000.00	47,711.48	66,734.00	55,379.98	82.99%
144	Assistant Aquatics Managers	576.20.400.10.50		40,000.00	30,261.64	75,000.00	80,564.74	89,000.00	86,275.30	96.94%
145	Front Desk	576.20.400.10.60		45,197.00	40,562.32	44,000.00	34,254.08	50,100.00	25,533.95	50.97%
146	Maintenance Worker	576.20.400.10.65		-	-	-	-	-	-	0.00%
147	Overtime	576.20.400.10.70		-	1,365.00	-	14,532.98	7,500.00	5,596.40	74.62%
148	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		14,520.00	12,652.39	19,500.00	19,512.44	23,500.00	20,549.09	87.44%
149	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90			4,185.68		37.34			
150	Swimming Pool Personnel Benefits									
151	Non-Taxable Benefits									
152	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	22,850.00	25,901.58	26,124.00	31,022.68	35,711.35	31,271.89	87.57%
153	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	5,712.00	19,213.46	18,178.00	12,764.03	25,674.83	8,685.83	33.83%
154	L&I	576.20.400.20.13	TPMPD's contribution	2,856.00	9,105.79	9,500.00	8,597.08	15,000.00	11,161.90	74.41%
155	Other Benefits (non-cash)	576.20.400.20.20				-				
156	Swimming Pool Supplies									
157	Program Supplies and Equipment									
158	Exercise Classes	576.20.400.30.11	foam dumbbells \$20x10	200.00	179.40	200.00	139.80	200.00	318.17	159.09%
159	Swim Classes/Instruction	576.20.400.30.12	swim table	1,800.00	513.30	1,200.00	412.20	500.00	736.74	147.35%
160	Special Events	576.20.400.30.13	food, inflatables, games supplies, wristbands	1,400.00	1,003.56	1,400.00	2,469.67	2,400.00	2,526.99	105.29%
161	Staff Uniforms	576.20.400.30.14	shirts, swimsuits, hip packs, badges, lanyards, whistles, polo shirts	2,000.00	2,359.00	1,700.00	1,807.39	2,500.00	1,257.94	50.32%
162	Safety Supplies Equipment	576.20.400.30.15	life jackets, first aid supplies, biohazard supplies, rescue tubes ** more lifejackets for 2018	2,250.00	1,635.95	1,700.00	3,119.56	2,500.00	3,782.30	151.29%
163	Lifeguard Class Supplies and Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes				156.44	150.00	235.52	157.01%
164	Drop In/Open Swim Supplies	576.20.400.30.17	kickboards, fins, wristbands, foam boats				243.22	500.00	811.05	162.21%
165	Maintenance and Repairs Supplies									
166	Pool Chemicals	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus **adding them degreasing the filters 2 times a year as part of their service	10,634.00	11,802.64	11,000.00	10,574.12	14,000.00	8,519.08	60.85%
167	Janitorial Supplies	576.20.400.30.22		4,400.00	6,199.61	6,000.00	9,574.70	8,000.00	9,340.65	116.76%
168	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	600.00	1,392.49	1,500.00	2,353.81	6,000.00	10,165.37	169.42%
169	Landscaping Supplies	576.20.400.30.24	ice melt, lawn repair chemicals, equipment rentals, plants, bark **yearly mulch \$700, new plants \$1300	500.00	435.83	500.00	812.92	2,000.00	54.20	2.71%
170	Resale Inventory	576.20.400.30.30		1,200.00	3,032.40	2,600.00	3,494.40	3,500.00	4,596.86	131.34%
171	Miscellaneous Supplies	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	49.83	24.92%



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172	Swimming Pool Services									
173	Transaction Services/Merchant Fees	576.20.400.40.10	Rec 1 Services, Credit Card processing fees	4,800.00	5,221.19	6,500.00	7,577.47	9,000.00	8,480.27	94.23%
174	Translation Services	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	0.00%
175	Grant Translation	576.20.400.40.21						500.00	-	0.00%
176	Advertising & Promotion									
177	Outreach & Marketing Services	576.20.400.40.35	additional services as needed			4,000.00	600.00	2,000.00	387.56	19.38%
178	Grant Marketing	576.20.400.40.36						1,700.00	153.57	9.03%
179	Grant Overhead	576.20.400.40.37						2,800.00	825.43	29.48%
180	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochures included 500 for marketing grant	3,000.00	1,532.81	2,000.00	780.00	2,000.00	1,810.00	90.50%
181	Printing & Copying	576.20.400.40.32	For brochures, banners, etc.	4,000.00	3,362.13	4,000.00	3,564.38	4,000.00	3,198.31	79.96%
182	Ads/Postings	576.20.400.40.33	Assistant Manager position & program promotion only	600.00	1,020.00	800.00	228.00	800.00	1,037.96	129.75%
183	Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	132.89%
184	Promotional giveaways	576.20.400.40.34	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	0.00%
185	Staff Development									
186	Travel/Transportation	576.20.400.40.41	For pool staff only	-		-	189.62	400.00	1,160.95	290.24%
187	Tuition/Registration Fees	576.20.400.40.42	Lifeguard re-cert (staff only), Management training & WSI or equivalent: 20 staff at \$35/cert=\$700	2,250.00	575.00	4,500.00	1,568.08	2,000.00	2,272.64	113.63%
188	Rentals and Leases									
189	Equipment	576.20.400.40.51		1,000.00	452.00	500.00	-		-	
190	Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-			
191	Utilities									
192	Electrical	576.20.400.40.61		16,000.00	15,033.65	16,000.00	15,996.92	17,600.00	15,033.41	85.42%
193	Gas	576.20.400.40.62		48,000.00	46,044.27	49,000.00	48,948.96	58,000.00	36,154.27	62.33%
194	Water	576.20.400.40.63		4,200.00	4,390.41	5,100.00	6,474.42	6,500.00	5,908.14	90.89%
195	Sewer	576.20.400.40.64		7,920.00	1,091.96	4,200.00	1,186.46	1,500.00	586.65	39.11%
196	Garbage Collection	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	0.00%
197	Storm Drain	576.20.400.40.66				-	-			
198	Other Utilities	576.20.400.40.67				-	-			
199	Repairs and Maintenance Services									
200	Maintenance/Janitorial Service	576.20.400.40.71		-			-			
201	Landscaping/Groundskeeping Services	576.20.400.40.74					-			
202	Facility Repairs/Maintenance	576.20.400.40.72	HVAC, Preventative Maintenance, Plumbing, Lockers, Doors, Walls, Floors	20,000.00	20,533.89	20,000.00	31,799.21	40,000.00	18,782.81	46.96%
203	Equipment Repairs/Maintenance	576.20.400.40.73		4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	13,814.73	65.78%
204	Travel (non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	16.62	200.00	21.04	200.00	110.96	55.48%
205	Miscellaneous Services									
206	Scholarship Fund (Swim Lesson Fees)	576.20.400.40.91		10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	6,429.50	64.30%
207	Red Cross	576.20.400.40.92	Certification fees for Lifeguarding classes (non-staff) 2019: 10 patrons at \$35 each	200.00	991.00	780.00	350.00	350.00	324.00	92.57%
208	Aerobics Partner	576.20.400.40.93					-		1,075.00	
209	Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	1,000.00	-	500.00	-			
210	Adult Free Passes	576.20.400.40.95				60.00	-			
211	Youth Free Passes	576.20.400.40.96				300.00	9.00			
212	Discounts Applied	576.20.400.40.97					-			
213	Gift Certificates	576.20.400.40.98					322.00			
214	Total 576.20.400 Swimming Pool Expenditures			493,419.00	500,537.19	569,539.00	581,948.07	707,770.17	568,724.61	



Tukwila Pool Metropolitan Park District
Budget Report for December, 2018 - BoC Meeting
2018 Actual Figures through 10/31/2018 (83.33% of the Year)

	A	B	C	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget
215	Sales Tax									
216	Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	6,581.26	87.11%
217	Total 586.00.300 Sales Tax			5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	6,581.26	
218	Debt Service Principle									
219	City Bridge Loan (Principle)	591.76.300.70.10		105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	91,515.38	83.19%
220	Loans and Bonds (Principle)	591.76.300.70.20		93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	49,246.93	49.65%
221	Total 591.76.300 Debt Service Principle			199,429.00	199,429.62	204,254.00	204,253.51	209,197.68	140,762.31	1.33
222	Debt Service Interest									
223	City Bridge Loan (Interest)	592.76.300.80.10		15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	9,699.42	84.67%
224	Loans and Bonds (Interest)	592.76.300.80.20		19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	7,318.07	52.52%
225	Total 592.76.300 Debt Service Interest			35,159.00	35,158.14	30,334.00	30,334.25	25,390.08	17,017.49	
226	Park Facility Improvements and New Construction									
227	CIP Supplies	595.76.300.30.00	Reported below: 2018 Capital Improvement Project/Lifetime Replacement Fund Budget	25,000.00	25,917.53					
228	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00				
229	Total 595.76.300 Park Facility Improvements (CIP)			50,000.00	49,894.78	15,000.00	-	-		
230	Transfers Out									
231	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + additional addressed in CIP Budget	80,000.00		85,000.00	133,305.00	80,000.00	-	0.00%
232	Total 597.00.300 Transfers Out			80,000.00	-	85,000.00	133,305.00	80,000.00	-	
233	Total Expenditures			1,033,439.00	921,264.53	1,075,990.00	1,081,728.57	1,171,143.93	853,750.39	
234										
235	Opening Balance			198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36	
236	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,147,751.09	
237	Total Expenditures			(1,033,439.00)	(921,264.53)	(1,075,990.00)	(1,081,728.57)	(1,171,143.93)	(853,750.39)	
238	Ending Balance			207,366.00	271,557.67	248,696.00	343,876.36	301,573.36	637,877.06	
239	Net Income (Total Revenue less Total Expenditures)			8,991.00	73,168.67	10,150.00	72,318.69	13,082.07	294,000.70	-
240	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures									
241	3 Months Operational and Debt Service Expenses:			238,359.75	230,316.13	247,747.50	237,105.89	272,785.98	213,437.60	-
242	Requirement Met?			NO	YES	YES	YES	YES	YES	
243	Tukwila Pool Metropolitan Park District 2018 Capital Improvement Project/Lifetime Replacement Fund Budget									
244			Notes	2016 Adopted	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals:	
245	Unrestricted Opening Balance									
246	Revenues									
247	Transfers in from General Fund			\$80,000.00		\$85,000.00	\$5,000.00	80,000.00		0.00%
248										
249			*(\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)				\$110,105.00			
250			*2018 Transfer in 2017				\$18,200.00			
251	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00	
252	Expenditures									
253	CIP Expenditures		*2018: Diving Block Replacement	\$50,000				18,000.00	17,999.97	100.00%
254			*2018: Lighting Replacement					6,200.00	7,954.10	128.29%
255			*2018: Slide Maintenance					12,000.00	13,354.00	111.28%
256			*2018: Pool Covers					12,501.00	16,830.62	134.63%
257			*2018: Lane Dividers						3,336.80	
258			*2019 Proposed: Security Cameras							
259			*2019 Proposed: Pool Liner							
260	Total Expenditures			50,000.00	-	-	-	48,701.00	59,475.49	
261										
262	Opening Balance			220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00	
263	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00	
264	Total Expenditures			(50,000.00)	-	-	-	(48,701.00)	(59,475.49)	
265	Ending Balance			250,000.00	220,000.00	335,105.00	353,305.00	384,604.00	293,829.51	

Washington State Department of Revenue
Combined Excise Tax Return

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: October 31, 2018

Filing Frequency: Monthly

Due Date: November 26, 2018

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	5,872.74	5,872.74	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	18,534.70	18,534.70	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	5,872.74	Add Deduction	5,872.74	0.065000	381.73
Over Collected Sales Tax	0.98		0.98	1.000000	0.98
Total State Sales and Use					382.71

[Find Location by Address](#)

Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	5,872.74	0.035000	205.55
		5,872.74		205.55

Deductions

Line Code	Deduction	Amount Filed
Business & Occupation		
Retailing	? Other	5,872.74
Service and Other Activities; Gambling Contests of Chance (less	? Other	18,534.70
2 Rows		

Return Totals

Total Tax	588.26
Less Credits	0.00
Total Amount Owed	588.26

Submitter Information

Prepared By	Kristine Selleck
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Nov-16-2018
Confirmation #	0-005-538-310

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	588.26
Effective Date	Nov-16-2018



Tukwila Pool Metropolitan Park District

PROFIT AND LOSS: BUDGET VS. ACTUALS: 2018

October 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311.10.00 Real and Personal Property Tax	340,458.77	76,547.58	263,911.19	444.77 %
313.11.00 Sales Tax Collected	588.26	629.58	-41.32	93.44 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	395.04	250.00	145.04	158.02 %
341.70.20 Untaxable Merchandise	194.90	166.67	28.23	116.94 %
Total 341.70.00 Sales of Merchandise	589.94	416.67	173.27	141.58 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	2,553.59	2,016.67	536.92	126.62 %
347.30.20 Activity Fees - General Admissions (Taxable)	1,908.51	3,208.33	-1,299.82	59.49 %
347.30.30 Activity Fees - Special Events (Taxable)	333.79	183.33	150.46	182.07 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	4,136.50	5,000.00	-863.50	82.73 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	299.75	25.00	274.75	1,199.00 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		104.17	-104.17	
347.90.00 Other Fees - Pass through to Red Cross		29.17	-29.17	
347.90.10 Other Fees - Advertising/Sponsorship	15.00		15.00	
Total 347.00.00 Cultural and Recreation	9,247.14	10,566.67	-1,319.53	87.51 %
361.10.00 Interest and Other Earnings	1,012.55	375.00	637.55	270.01 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	681.81	595.83	85.98	114.43 %
362.40.20 Equipment and Locker Rentals - Taxable		41.67	-41.67	
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	13,616.50	6,995.83	6,620.67	194.64 %
Total 362.00.00 Rents, Leases and Concessions	14,298.31	7,633.33	6,664.98	187.31 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	5.25	16.67	-11.42	31.49 %
367.10.30 Grant Revenue Swim Lessons		833.33	-833.33	
367.10.40 Grant Revenue Junior Guard		416.67	-416.67	
367.10.50 Grant Revenue Misc. Overhead		416.67	-416.67	
Total 367.10.00 Contributions from Private	5.25	1,683.34	-1,678.09	0.31 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Sources				
369.00.00 Miscellaneous Income				
369.80.00 Deposit Over/Short	-4.70		-4.70	
369.91.10 Scholarship Funds Applied	288.00	833.33	-545.33	34.56 %
Total 369.00.00 Miscellaneous Income	283.30	833.33	-550.03	34.00 %
369.00.10 Unapplied Cash Payment Income	-16.50		-16.50	
Total Income	\$366,467.02	\$98,685.50	\$267,781.52	371.35 %
GROSS PROFIT	\$366,467.02	\$98,685.50	\$267,781.52	371.35 %
Expenses				
576.20.100.00.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	384.00	427.50	-43.50	89.82 %
576.20.100.30.10 BOC Supplies - Office Supplies		8.33	-8.33	
576.20.100.30.20 BOC Supplies - Equipment		8.33	-8.33	
576.20.100.30.30 BOC Supplies - Meeting Food		20.83	-20.83	
576.20.100.40.10 BOC Services - Consultant Fees		25.00	-25.00	
576.20.100.40.20 BOC Services - Transcription		62.50	-62.50	
576.20.100.40.30 BOC Services - Meeting Site Rental		50.00	-50.00	
576.20.100.40.40 BOC Services - Public Records Requests		41.67	-41.67	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		8.33	-8.33	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		16.67	-16.67	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		54.17	-54.17	
576.20.100.40.70 BOC Services - Notices & Ads		16.67	-16.67	
576.20.100.50.10 BOC Intergovernmental Costs - Election Expenses		500.00	-500.00	
Total 576.20.100.00.00 Board of Commissioners Expenditures	384.00	1,240.00	-856.00	30.97 %
576.20.200.00.00 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	2,807.48	3,145.00	-337.52	89.27 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	266.30	471.75	-205.45	56.45 %
576.20.200.40.11 Executive Services - Development, Travel/Transportation		12.50	-12.50	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		41.67	-41.67	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		16.67	-16.67	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 576.20.200.00.00 Executive Expenditures	3,073.78	3,687.59	-613.81	83.35 %
576.20.300.00.00 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	2,129.07	1,041.67	1,087.40	204.39 %
576.20.300.10.20 Bookkeeper Salary & Wages - Other Taxable Compensation (Benefits stipend)	319.37		319.37	
Total 576.20.300.10.00 Shared Salary & Wages	2,448.44	1,041.67	1,406.77	235.05 %
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	54.77	125.00	-70.23	43.82 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)		45.83	-45.83	
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	54.77	170.83	-116.06	32.06 %
576.20.300.30.13 Office Equipment (Non-Consumable)	1,199.19	83.33	1,115.86	1,439.09 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)		208.33	-208.33	
Total 576.20.300.30.00 Shared Supplies	1,253.96	462.49	791.47	271.13 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service		333.33	-333.33	
576.20.300.40.20 Legal Services	96.00	666.67	-570.67	14.40 %
576.20.300.40.30 Communications				
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage		16.67	-16.67	
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VoIP Phones	319.11	625.00	-305.89	51.06 %
576.20.300.40.35 Software Programs (non-financial)	216.49	133.33	83.16	162.37 %
576.20.300.40.36 Advertising/Posting Fees		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	410.48	458.33	-47.85	89.56 %
Total 576.20.300.40.30 Communications	996.08	1,375.00	-378.92	72.44 %
576.20.300.40.40 Bank Charges	17.61	66.67	-49.06	26.41 %
576.20.300.40.50 Payroll Service	441.62	500.00	-58.38	88.32 %
576.20.300.40.60 Membership Dues		83.33	-83.33	
576.20.300.40.70 Miscellaneous Shared Services		41.67	-41.67	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	180.00	208.33	-28.33	86.40 %
576.20.300.40.82 Pest Control	86.60	58.33	28.27	148.47 %
576.20.300.40.83 Insurance		1,166.67	-1,166.67	
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks	350.00	75.00	275.00	466.67 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 576.20.300.40.80 Risk Management Services	616.60	1,508.33	-891.73	40.88 %
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA		666.67	-666.67	
576.20.300.40.93 Financial Software Programs		41.67	-41.67	
Total 576.20.300.40.90 Financial Services		708.34	-708.34	
Total 576.20.300.40.00 Shared Services	2,167.91	5,283.34	-3,115.43	41.03 %
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.40 Annual Permits		54.17	-54.17	
576.20.300.50.60 State Audit	713.25		713.25	
Total 576.20.300.50.00 Shared Intergovernmental Services	713.25	54.17	659.08	1,316.69 %
Total 576.20.300.00.00 Shared Expenditures	6,583.56	6,841.67	-258.11	96.23 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	10,901.08	10,537.50	363.58	103.45 %
576.20.400.10.20 Pool S&W - Instructors	4,494.70	3,541.67	953.03	126.91 %
576.20.400.10.40 Pool S&W - Director of Aquatics Operations	5,590.00	5,561.17	28.83	100.52 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	10,636.65	7,416.67	3,219.98	143.42 %
576.20.400.10.60 Pool S&W - Front Desk	1,960.03	4,175.00	-2,214.97	46.95 %
576.20.400.10.70 Pool S&W - Overtime	375.31	625.00	-249.69	60.05 %
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	2,378.80	1,958.33	420.47	121.47 %
Total 576.20.400.10.00 Pool Salaries & Wages	36,336.57	33,815.34	2,521.23	107.46 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	3,231.63	2,975.95	255.68	108.59 %
576.20.400.20.12 Pool Benefits - WA Unemployment	741.62	2,139.57	-1,397.95	34.66 %
576.20.400.20.13 Pool Benefits - L & I	1,123.93	1,250.00	-126.07	89.91 %
Total 576.20.400.20.00 Pool Personnel Benefits	5,097.18	6,365.52	-1,268.34	80.07 %
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		16.67	-16.67	
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction		41.67	-41.67	
576.20.400.30.13 Pool Supplies - Program, Special Events	443.51	200.00	243.51	221.76 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	9.85	208.33	-198.48	4.73 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	1,461.42	208.33	1,253.09	701.49 %
576.20.400.30.16 Pool Supplies - Program,		12.50	-12.50	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Lifeguard Class				
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	329.00	41.67	287.33	789.54 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	2,243.78	729.17	1,514.61	307.72 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	977.30	1,166.67	-189.37	83.77 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	1,497.94	666.67	831.27	224.69 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	1,486.22	500.00	986.22	297.24 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping		166.67	-166.67	
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	3,961.46	2,500.01	1,461.45	158.46 %
576.20.400.30.30 Pool Supplies - Resale Inventory	457.54	291.67	165.87	156.87 %
576.20.400.30.40 Pool Supplies - Miscellaneous		16.67	-16.67	
Total 576.20.400.30.00 Pool Supplies	6,662.78	3,537.52	3,125.26	188.35 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	802.19	750.00	52.19	106.96 %
576.20.400.40.20 Pool Svcs. - Translation Services		25.00	-25.00	
576.20.400.40.21 Grant Translation		41.67	-41.67	
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - Graphic Design (A&P, Material Development)		166.67	-166.67	
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	583.91	333.33	250.58	175.17 %
576.20.400.40.33 Pool Svcs. - Ads/Postings		66.67	-66.67	
576.20.400.40.34 Promotional Giveaways		41.67	-41.67	
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.36 Grant Marketing		141.67	-141.67	
576.20.400.40.37 Grant Overhead		233.33	-233.33	
576.20.400.40.38 Lifeguard Recruiting		83.33	-83.33	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	583.91	1,233.34	-649.43	47.34 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.41 Pool Svcs. - Staff Dev., Travel/Transportation	287.85	33.33	254.52	863.64 %
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	-144.00	166.67	-310.67	-86.40 %
Total 576.20.400.40.40 Pool Svcs. - Staff	143.85	200.00	-56.15	71.93 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Development				
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	2,714.61	1,466.67	1,247.94	185.09 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	2,426.58	4,833.33	-2,406.75	50.21 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	783.85	541.67	242.18	144.71 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	58.85	125.00	-66.15	47.08 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		83.33	-83.33	
Total 576.20.400.40.60 Pool Svcs. - Utilities	5,983.89	7,050.00	-1,066.11	84.88 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	361.35	3,333.33	-2,971.98	10.84 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	3,507.18	1,750.00	1,757.18	200.41 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	3,868.53	5,083.33	-1,214.80	76.10 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)		16.67	-16.67	
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	288.00	833.33	-545.33	34.56 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		29.17	-29.17	
576.20.400.40.93 Pool Svcs. - Misc., Aerobics Partner	200.00		200.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	488.00	862.50	-374.50	56.58 %
Total 576.20.400.40.00 Pool Services	11,870.37	15,262.51	-3,392.14	77.77 %
Total 576.20.400.00.00 Pool Expenditures	59,966.90	58,980.89	986.01	101.67 %
586.00.300.00.00 Sales Tax Paid	613.88	629.58	-15.70	97.51 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,220.27	9,166.84	53.43	100.58 %
591.76.300.70.20 Loans and Bonds Principal		8,266.30	-8,266.30	
Total 591.76.300.70.00 Debt Service Principle	9,220.27	17,433.14	-8,212.87	52.89 %
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	901.21	954.64	-53.43	94.40 %
592.76.300.80.20 Loans and Bonds Interest		1,161.20	-1,161.20	
Total 592.76.300.80.00 Debt Service Interest	901.21	2,115.84	-1,214.63	42.59 %
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		6,666.67	-6,666.67	
Total 597.00.300.00.00 Transfers Out		6,666.67	-6,666.67	
Unapplied Cash Bill Payment Expense	0.00		0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenses	\$80,743.60	\$97,595.38	\$ -16,851.78	82.73 %
NET OPERATING INCOME	\$285,723.42	\$1,090.12	\$284,633.30	26,210.27 %
Other Expenses				
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.30.00 CIP Supplies	3,336.80	2,967.46	369.34	112.45 %
595.76.300.40.00 CIP Services		1,090.96	-1,090.96	
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)	3,336.80	4,058.42	-721.62	82.22 %
Transfer Activity				
City Bridge Loan Principle	-9,220.27		-9,220.27	
Total Transfer Activity	-9,220.27		-9,220.27	
Total Other Expenses	\$ -5,883.47	\$4,058.42	\$ -9,941.89	-144.97 %
NET OTHER INCOME	\$5,883.47	\$ -4,058.42	\$9,941.89	-144.97 %
NET INCOME	\$291,606.89	\$ -2,968.30	\$294,575.19	-9,824.04 %



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

October 2018

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.12 US Bank Michelle CC - 0701			
10/02/2018	Amazon.com	1 of: Motorola T600 6-Pack Two-Way Radios with Curl PTT Earpieces (Walkie Talkies)	356.40
10/02/2018	Amazon.com	1 of: Kemp BVM Resuscitator INFANT	29.30
10/03/2018	Costco Wholesale	Resale Inventory: Clif Bars, Nuts, Meat Sticks, CornNuts, Goldfish, PB Crackers, Water, Gatorade	197.80
10/03/2018	Amazon.com	1 of: Adult Bag Valve Mask	19.80
10/04/2018	Amazon.com	1 of: MediTac Lifeguard Fanny Pack / Hip Pack (Lifeguard Pack With Whistle)	9.85
10/06/2018	Adobe	Monthly Subscription Acrobat Pro	16.49
10/06/2018	Amazon.com	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Favors	65.39
10/08/2018	Amazon.com	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Crafting Supplies (\$50.34), 2 of: Rite in the Rain Weatherproof Side-Spiral Notebook, Caution Tape (\$54.77), 1 of: Etekcity Lasergrasp 774 Non-contact Digital Laser Infrared Thermometer (\$17.60)	122.71
10/08/2018	Amazon.com	3 of: taylor Replacement Reagent Refill Kits	57.96
10/09/2018	When To Work, Inc.	Online Scheduling subscription for 12 months expires on 12/08/2019	200.00
10/09/2018	AEDSuperstore	CPR Supplies: Respond ER Keychain, Oxygen Supply Tubing, Nasal Cannula Connector, Sani-Child Face Shield Lung System, Child CPR Manikin, Adult Water Rescue Manikin	1,024.32
10/10/2018	Walmart	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Decor, Craft Supplies	103.43
10/11/2018	eLifeguard.com	Portable Oxygen Unit w/Bag 4910, Non-rebreather masks, Freight	388.00
10/11/2018	Lowe's	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Plastic Sheeting, Spray Paint, Gorilla Tape (\$80.07), Janitorial Supplies (\$3.28)	83.35
10/12/2018	Holiday Inn Express	Service Date: 11/10/2018 - 11/11/2018 Lodging for Aquatic Workshops for J. Stiles and L. Jamison	143.02
10/12/2018	Aquatic Exercise Association	Service Date: 11/10/2018 - 11/11/2018 AEA Aquatic Workshops for L. Jamison	250.00
10/12/2018	Aquatic Exercise Association	Service Date: 11/10/2018 - 11/11/2018 AEA Aquatic Workshops for J. Stiles	250.00
10/13/2018	Michaels	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Crafting Supplies and Decor	85.58
10/16/2018	Costco Wholesale	Resale Inventory: Gatorade, Vitaminwater, Beef Sticks (\$129.06), 3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Snack Food (\$17.33)	146.39
10/19/2018	Costco Wholesale	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Cake and Fruit	36.97
10/20/2018	Dollar Tree Stores, Inc.	3rd Saturday Event Date: 10/20/2018 (Pumpkin Plunge) Glow Sticks Decor	4.40
10/21/2018	Amazon.com	1 of: Lifetime 42830 Stacking Chair, Black with Silver Steel Frame, 4 Pack	226.57
10/21/2018	Amazon.com	1 of: Quartet Whiteboard, Standard, 6' x 4' Dry Erase Board	186.14
10/21/2018	Amazon.com	1 of: Rolling Pool Toy Storage Cart 3 Bin, 1 of: Modern Blue Pool Storage Bin	98.08
10/21/2018	Amazon.com	REFUND - Order Lost in Transit 1 of: Motorola T600 6-Pack Two-Way Radios with Curl PTT Earpieces (Walkie Talkies)	-356.40
10/21/2018	Amazon.com	1 of: Motorola T600 6-Pack Two-Way Radios with Curl PTT Earpieces (Walkie Talkies) (\$356.40), 2 of: Bin Warehouse DFAE2MBW-12TC Compact Storage System (\$186.98), 1 of: Kiefer Rolling Noodle Storage Bin (\$230.92), 4 of: Master Lock 1530T Combination Padlock, Bright Metallic, Each Pack Contains 2 Units (Colors May Vary), Pack of 4 (\$100.72)	875.02
10/21/2018	National Business Furniture	Compass Coffee Table - 48"W x 24"D Dark Walnut Laminate Top/Silver Painted Metal Legs and Frame (Lobby Furniture)	243.10
10/21/2018	Vista Print	500 Business Cards (DoAO)	27.49
10/26/2018	Swim Outlet	Resale Inventory: 30 of: Sporti Antifog Plus Goggles - Blue Lens Blue Frame - One Size	130.68
Total for 213.12 US Bank Michelle CC - 0701			\$5,021.84
213.13 US Bank Richard CC - 6555			
10/10/2018	Intermedia.net	Billing Period: 09/10/18 - 10/10/18 Hosted PBX Phone Service	182.76
Total for 213.13 US Bank Richard CC - 6555			\$182.76
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$5,204.60

Tukwila Pool Advisory Committee
October 20, 2018 Meeting Minutes
Meeting Location: Tukwila Community Center

Call to order

1. Meeting called to order at 8:36am by President Sharon Shipman

Roll Call

Attendance: Sharon Shipman, Ivan Cockrum, Jacque Carroll, Diane Meyers

TPMPD: Vanessa Zaputil, Aaron Shipman

STAFF: Michelle Simpson

2. Business items:

Budget Review

Vanessa stepped TPAC through expenses for 2018 / projection for 2019.

Michelle's Report

Halloween event today

- lots of activities planned
- concerned about keeping to 150-person-in-pool limit
-

Round table

- Next TPAC Meeting is scheduled for Saturday,
11/20/2018 8:30am at the Tukwila Community Center.

Meeting adjourned at 10:20am.

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

FROM: TPMPD Finance Committee: Vanessa Zaputil: Commissioner

DATE: 12/4/18

SUBJECT: **2019 Budget**

ISSUE

The 2019 Preliminary Draft Budget is being presented for consideration.

FINANCIAL IMPACT

The 2019 Budget defines priorities for the upcoming year.

BACKGROUND

The Finance Committee has been working with the District and Operations on the 2019 budget. This is a structurally balanced budget, which is what the TPMPD seeks in Financial Policy 505-7.4. A structurally balanced budget is where revenues equal or exceed expenditures. The 2019 budget reflects input solicited from the BOC at the October and November 2018 BOC Regular Meetings. This budget was also presented to the Tukwila Pool Advisory Committee (TPAC) in October for input.

The 2019 Budget forecasting incorporates historical actual costs and newly identified costs or projects.

The 2019 Budget must be adopted by December 31, 2018.

DISCUSSION

The 2019 Budget being presented reflects a conservative **budget surplus** of \$5,596 and an estimated unrestricted opening balance of \$380,436. Section 2 of the 2019 Budget Resolution is calculated from the sum of the estimated Unrestricted Balance on 1/1/19 and the proposed total Revenues for 2019. This budget further reflects the attached proposed 2019 Wage scale increases.

The 2019 Budget includes separate spreadsheets of both the TPMPD General Fund and the TPMPD Capital Fund.

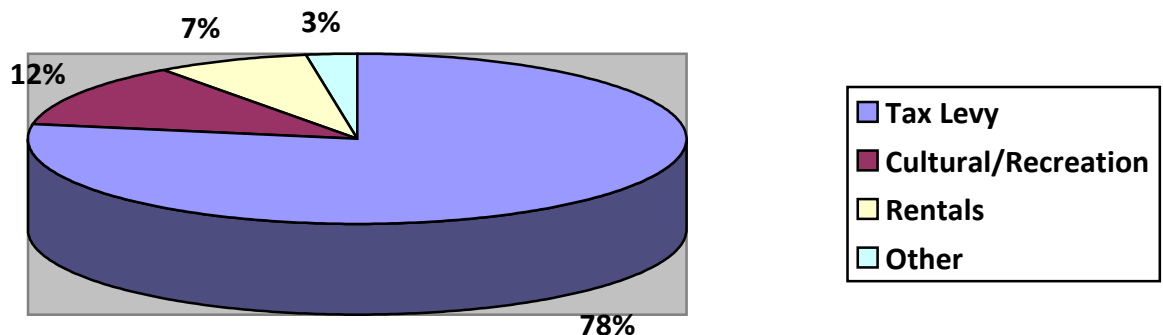
The General Fund Budget incorporates the following sections:

- *Unrestricted Opening Balance*
 - This is the estimated opening balance in the General Fund on 1/1/19 based on the estimated closing balance from 2018.

- Revenues**

- This includes all forms of revenues. The two main forms being Tax Levy and Programming Revenues:
 - Tax Levy- All monies received from property taxes levied against property owners in the City of Tukwila. This equates to 78% of all TPMPD revenues for 2019.
 - Programming- This includes all monies received from Cultural/Recreation (Lessons, Passes, Drop-In, etc.) and from Rentals (Long-term and One-time Use).

General Fund Revenue Summary



- Board Expenditures**

- This includes Board of Commissioner related expenditures.

- Executive Expenditures**

- This includes expenditures related to the supporting the Executive (BOC)- Specifically, the District Administrator position.

- Shared Expenditures**

- This includes expenditures that are utilized, and or are necessary, to support both the District and the Swimming Pool Operations.

- Swimming Pool Expenditures**

- These are expenditures needed exclusively to support operations of the Swimming Pool.

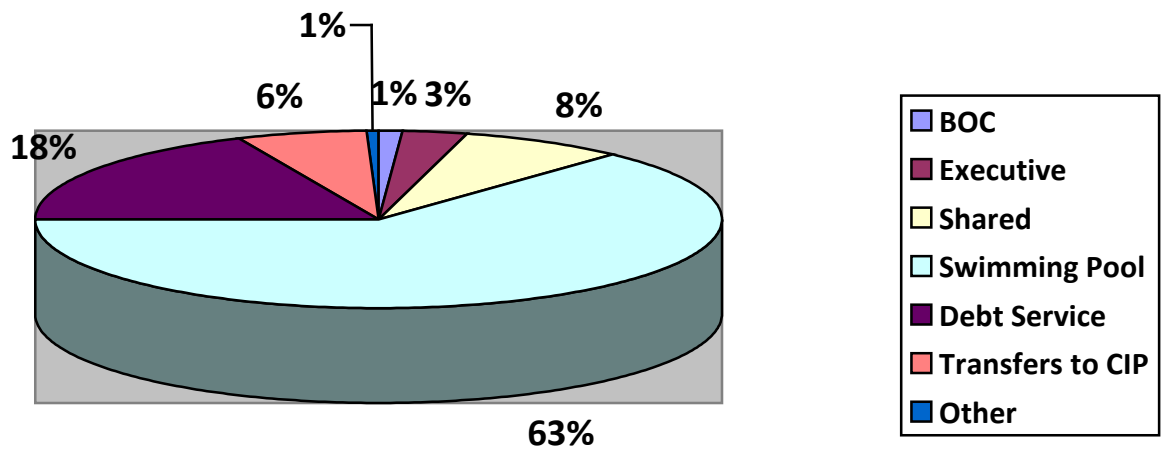
- Debt Service Expenditures**

- These expenditures are related to the City of Tukwila Operational Loan from 2011 and the City of Tukwila CIP Renovation Loan from 2013.

- Transfers out to Capital Fund**

- This expenditure is the budgeted amount to transfer to the CIP Fund to support CIP related expenditures- both Lifecycle Replacement and other approved Capital Expenditures.

General Fund Expense Summary



The Capital Fund Budget incorporates the following sections:

- Unrestricted Opening Balance**

- This is the estimated opening balance in the CIP fund on 1/1/19 based on the estimated closing balance from 2018.

- Revenues**

- This includes transfers in from the General Fund.

- *CIP Expenditures*

- This includes budgeted capital expenses for 2019. These are expenses that are from both the TPMPD Lifecycle Replacement Schedule and other identified capital (not repair) projects

RECOMMENDATIONS

It is recommended that the BOC:

- a) Approve 2019 Budget Resolution
- b) Approve Lifecycle Replacement Schedule update

ATTACHMENTS

- 2019 Preliminary Draft Budget (Included in Financial Section of Agenda)
- 2019 Wage Scale (Included in Wage Scale Memo)
- Lifecycle Replacement Schedule version 12/18
- Proposed Lifecycle Replacement Update- version 11/26/18

TUKWILA POOL METROPOLITAN PARK DISTRICT

RESOLUTION # 2018-04

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 2019

WHEREAS, The Tukwila Pool Metropolitan Park District has 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 2019; and

WHEREAS, A public hearing on the proposed budget was advertised and held on December 10, 2018

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 document entitled "Tukwila Pool Metropolitan Park District 2019 Budget" incorporated by this reference as if fully set forth herein.

Section 2: The total of the estimated revenues and appropriations for the Tukwila Metropolitan Park District is \$1,677,320.

Section 3: A complete copy of the final budget for 2019, as adopted, together with a copy of this adopting resolution shall be kept on file at the Tukwila Pool Metropolitan Parks District office, and a copy shall be transmitted by the district staff to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

PASSED BY THE TUKWILA POOL METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS at a Regular Meeting thereof this 10th day of December, 2018.

ATTEST AND AUTHENTICATED

Commission Clerk

Board President

Filed with the Clerk: _____

Passed by the Commission: _____

Resolution Number 2018-04



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
12/10/2018 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	L	M	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
2	Unrestricted Opening Balance	308.80.00		198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36			343,876.36	380,436.35
3	Revenues												
4	General Property Tax												
5	Real and Personal Property Tax	311.10.00	Based on estimates provided by King County-assumption of 6% increase	790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	877,830.96	95.56%	124,519.71	955,000.00	1,008,584.00
6	Total 311 General Property Tax			790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	877,830.96		124,519.71	955,000.00	1,008,584.00
7	Local Retail Sales & Use Taxes												
8	Sales Tax Collected	313.11.00	10% of Taxable sales	5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	6,561.55	86.85%	1,077.44	7,638.99	7,450.00
9	Total 313 Local Retail Tax			5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	6,561.55		1,077.44	7,638.99	7,450.00
10	Merchandise												
11	Taxed Merchandise Taxable	341.70.10	Gatorade, Vitamin Water, goggles, caps, shirts, etc.	1,700.00	2,390.84	3,000.00	2,689.15	3,000.00	3,732.89	124.43%	337.12	4,070.01	4,000.00
12	Untaxed Merchandise Non-taxable	341.70.20		700.00	1,332.36	1,900.00	2,962.01	2,000.00	2,547.00	127.35%	315.75	2,862.75	3,500.00
13	Total 341 Merchandise			2,400.00	3,723.20	4,900.00	5,651.16	5,000.00	6,279.89		652.87	6,932.76	7,500.00
14	Cultural and Recreation												
15	Activity Fees (General Passes) Taxable	347.30.10		20,400.00	23,641.12	22,500.00	21,524.26	24,200.00	23,676.68	97.84%	5,153.76	28,830.44	25,000.00
16	Activity Fees (General Admissions) Taxable	347.30.20		31,200.00	29,895.49	27,000.00	36,576.41	38,500.00	31,942.83	82.97%	4,192.22	36,135.05	36,500.00
17	Activity Fees (Special Events) Taxable	347.30.30		1,800.00	1,314.61	1,600.00	2,124.73	2,200.00	1,906.27	86.65%	280.86	2,187.13	2,500.00
18	Program Fees (Swim Classes) Non-taxable	347.60.10		80,000.00	61,278.50	93,000.00	65,973.68	60,000.00	84,215.60	140.36%	5,162.81	89,378.41	85,000.00
19	Program Fees (Exercise Classes) Non-taxable	347.60.20		1,500.00	330.89	800.00	415.00	300.00	2,823.25	941.08%	83.00	2,906.25	6,400.00
20	Program Fees (Lifeguard Classes) Non-taxable	347.60.30	*2019: 10 patrons at \$125 each, TSD LG Class 1 semester	1,000.00	-	1,000.00	880.00	1,250.00	1,225.00	98.00%	-	1,225.00	3,750.00
21	Other Fees (pass through to Red Cross) Non-taxable	347.90.00	Patrons lifeguard class (cert fee included) 10x\$35	200.00	100.00	300.00	105.00	350.00	315.00	90.00%	-	315.00	350.00
22	Other Fees (Advertising/Sponsorship) Non-taxable	347.90.10	TV, Brochure, Banners						1,190.00		-	1,190.00	300.00
23	Total 347 Cultural and Recreation			136,100.00	116,560.61	146,200.00	127,599.08	126,800.00	147,294.63		14,872.65	162,167.28	159,800.00
24	Interest												
25	Interest Earnings	361.10.00		850.00	2,564.03	2,500.00	5,227.85	4,500.00	8,051.25	178.92%	1,106.89	9,158.14	7,800.00
26	Total 361 Interest			850.00	2,564.03	2,500.00	5,227.85	4,500.00	8,051.25		1,106.89	9,158.14	7,800.00
27	Rents, Leases and Concessions												
28	Rentals (Short-Term, One Time) Taxable	362.40.10	Provide customer information	3,600.00	5,049.92	3,000.00	8,002.31	7,150.00	4,128.41	57.74%	930.98	5,059.39	6,500.00
29	Equipment and Locker Rentals - Taxable	362.40.20		1,000.00	328.76	1,200.00	985.96	500.00	301.81	60.36%	-	301.81	-
30	Rentals (Long-Term/Contracted) Non-taxable	362.40.30		42,000.00	54,186.00	50,000.00	96,273.35	83,950.00	70,768.50	84.30%	11,692.00	87,409.00	89,000.00
31	Total 362 Rents, Leases and Concessions			46,600.00	59,564.68	54,200.00	105,261.62	91,600.00	75,198.72		12,622.98	92,770.20	95,500.00
32	Contributions from Private Sources												
33	Cash Donations Non-taxable	367.10.10		250.00	190.00	250.00	755.00	200.00	75.80	37.90%	287.00	362.80	250.00
34	Gifts In-Kind Non-taxable	367.10.20			-		-					-	
35	Grant Revenue Swim Lessons	367.10.30						10,000.00	10,000.00	100.00%	-	10,000.00	-
36	Grant Revenue Junior Guard	367.10.40						5,000.00	5,000.00	100.00%	-	5,000.00	-
37	Grant Revenue Misc. Overhead	367.10.50						5,000.00	5,000.00	100.00%	-	5,000.00	-
38	Total 367 Contributions			250.00	190.00	250.00	755.00	20,200.00	20,075.80		287.00	20,362.80	250.00
39	Miscellaneous Revenue												
40	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information				53.27		-		-	-	
41	Other Miscellaneous Revenue Non-taxable	369.91.00	provide detail if used		(23.84)		(362.43)				-	-	
42	Adult Free Passes Applied	369.91.20	20% of those distributed			60.00	-					-	
43	Youth Free Passes Applied	369.91.30	20% of those distributed			300.00	9.00					-	
44	Scholarship Funds Applied	369.91.10	Include name of recipient	10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	6,429.50	64.30%	1,476.03	7,905.53	10,000.00
45	Discounts Applied	369.91.40					(44.00)					-	
46	Gift Certificates	369.91.50					322.00					-	
47	Deposit Over / Short	369.80.00					11.31		15.15		6.09	21.24	
48	Total 369 Miscellaneous Revenue			10,000.00	10,045.53	10,360.00	7,334.07	10,000.00	6,444.65		1,482.12	7,926.77	10,000.00
49	Sales of Capital Assets												
50	Sales of Capital Assets	395.10.00					272.73		13.64			13.64	
51	Total 395 Sale of Capital Assets			-	-	-	272.73		13.64		-	13.64	-
52	Nonrevenue Transfers In												
53	Transfers In from Capital Improvement Fund	397.00.10		50,000.00			-						
54	Total 397 Transfers-In			50,000.00	-	-	-						
55	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,147,751.09		156,621.66	1,261,970.58	1,296,884.00



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
12/10/2018 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	L	M	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
56	Expenditures												
57	Board Expenditures												
58	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings	5,000.00	1,605.50	5,130.00	5,130.00	5,130.00	3,232.00	63.00%	684.00	3,916.00	9,600.00
59	BOC Supplies												
60	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	71.30%	-	771.30	100.00
61	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	200.00	185.19	100.00	18.68	100.00	46.22	46.22%		46.22	500.00
62	BOC Meeting Food	576.20.100.30.30	retreat	250.00	120.97	250.00	102.07	250.00	149.80	59.92%		149.80	250.00
63	BOC Services												
64	Consultant Fees	576.20.100.40.10		500.00	23.50	500.00	-	300.00	-	0.00%		-	300.00
65	Transcription Services	576.20.100.40.20		3,200.00	5,634.00	5,400.00	3,238.00	750.00	-	0.00%	-	-	750.00
66	Meeting Site Rental	576.20.100.40.30		1,000.00	670.00	600.00	-	600.00	1,355.00	225.83%		1,555.00	600.00
67	Public Records Request	576.20.100.40.40		1,000.00	16.43	500.00	-	500.00	-	0.00%		-	500.00
68	BOC Travel (non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	200.00		200.00	-	100.00	-	0.00%		-	100.00
69	BOC Development												
70	Travel/Transportation	576.20.100.40.61	For development purposes only	200.00	58.45	200.00	43.60	200.00	-	0.00%	-	-	200.00
71	Tuition/Registration Fees	576.20.100.40.62		650.00	250.00	650.00	-	650.00	-	0.00%		-	650.00
72	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	1,000.00	812.73	200.00	135.00	200.00	-	0.00%		-	200.00
73	BOC Intergovernmental Costs												
74	Election Costs	576.20.100.50.10	billed in 2018 for the 2017 election cycle	5,900.00	5,988.43	-	-	6,000.00	9,174.11	152.90%		9,174.11	-
75	Total 576.20.100 Board Expenditures			19,350.00	15,429.71	13,830.00	8,667.35	14,880.00	14,028.43		684.00	15,612.43	13,750.00
76	Executive Expenditures												
77	Executive Salaries & Wages												
78	Wages Executive Director/District Administrator	576.20.200.10.10		45,000.00	43,854.09	46,456.00	36,890.94	37,740.00	29,068.24	77.02%	5,278.50	34,346.74	33,100.00
79	Other Taxable Compensation (Benefit Stipend)	576.20.200.10.20		6,750.00	5,343.75	6,968.00	5,272.48	5,661.00	4,038.65	71.34%	761.78	4,800.43	4,965.00
80	Executive Personnel Benefits												
81	Non-Taxable Benefits												
82	FICA	576.20.200.20.11	Included in Pool Personnel Benefits	3,646.00		4,087.00	-						
83	Unemployment	576.20.200.20.12		912.00		2,420.00	-						
84	L & I	576.20.200.20.13		456.00		122.00	-						
85	Executive Development												
86	Travel/Transportation	576.20.200.40.11	For development purposes only	200.00		70.00	43.25	150.00	42.12	28.08%	5.40	47.52	150.00
87	Tuition/Registration Fees	576.20.200.40.12		500.00		500.00	380.00	500.00	-	0.00%	(55.00)	(55.00)	500.00
88	Travel (non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	650.00	1,296.25	200.00	-	200.00	11.34	5.67%		11.34	200.00
89	Total 576.20.200 Executive Expenditures			58,114.00	50,494.09	60,823.00	42,586.67	44,251.00	33,160.35		5,990.68	39,151.03	38,915.00



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
12/10/2018 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	L	M	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
90	Shared Expenditures												
91	Shared Salary & Wages												
92	Wages Bookkeeper	576.20.300.10.10		12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	15,486.79	123.89%	2,280.18	17,994.15	21,840.00
93	Other Taxable Compensation (Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	620.23		-	390.00	3,276.00
94	Non-Taxable Benefits												
95	FICA	576.20.300.20.11	Included in Pool Personnel Benefits			575.00	-						
96	Unemployment	576.20.300.20.12				450.00	-						
97	L & I	576.20.300.20.13				70.00	-						
98	Shared Supplies/Equipment												
99	Office/Computer Supplies/Equipment (consumable)												
100	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,000.00	852.04	1,000.00	1,325.25	1,500.00	1,101.27	73.42%	257.84	1,359.11	1,500.00
101	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	900.00	388.96	800.00	555.88	550.00	490.40	89.16%	148.40	638.80	1,000.00
102	Office/Computer Supplies/Equipment (non-consumable)												
103	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	1,005.49	1,000.00	475.91	1,000.00	4,594.36	459.44%	175.79	4,770.15	3,000.00
104	Computer Equipment (replacement)	576.20.300.30.14	2019 Need to replace laptop: \$600		-	1,000.00	2,007.41	2,500.00	4,586.80	183.47%	1,226.50	5,813.30	1,000.00
105	Shared Services												
106	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	3,400.00	444.40	1,000.00	2,138.42	4,000.00	3,254.92	81.37%	177.41	3,432.33	4,000.00
107	Legal Services	576.20.300.40.20		13,750.00	5,037.00	10,000.00	5,912.00	8,000.00	2,254.00	28.18%	-	2,254.00	6,000.00
108	Communication Services												
109	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		100.00			100.00	
110	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	174.73	87.37%	88.20	262.93	300.00
111	Website & email hosting	576.20.300.40.33	Rackspace & Bluehost	500.00	1,399.83	1,300.00	1,312.88	1,500.00	1,576.40	105.09%	155.88	1,732.28	1,500.00
112	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	8,190.38	7,750.00	7,594.98	7,500.00	4,210.35	56.14%	1,278.57	5,488.92	4,200.00
113	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office (\$950), Adobe DC (\$200), When to Work (\$360), McAfee (\$40)	720.00	1,504.02	1,500.00	956.66	1,600.00	1,193.19	74.57%	32.98	1,226.17	1,700.00
114	Advertising/Posting Fees	576.20.300.40.36	For posting DOAO position only		455.00	200.00	329.00	200.00	-	0.00%		-	200.00
115	Printing & Copying Services	576.20.300.40.37	For Ricoh & other non-program printing services	3,000.00	4,854.70	4,700.00	5,471.59	5,500.00	4,393.00	79.87%	1,431.81	5,824.81	5,500.00
116	Bank Charges	576.20.300.40.40		1,800.00	801.26	2,300.00	343.60	800.00	(792.41)	-99.05%	(23.18)	(815.59)	500.00
117	Payroll Services	576.20.300.40.50	\$5614.60 year \$60.50 timeclock, \$230/month	2,820.00	5,440.76	5,000.00	5,235.27	6,000.00	4,183.28	69.72%	759.28	4,942.56	6,000.00
118	Membership Dues	576.20.300.40.60	Annual: Costco \$60, WRPA \$580, MRSC Rosters \$135, Amazon Prime \$110, ARC \$300	960.00	700.00	1,000.00	1,168.26	1,000.00	775.00	77.50%	413.26	1,188.26	2,000.00
119	Miscellaneous Services	576.20.300.40.70		1,000.00	0.02	500.00	-	500.00	-	0.00%		-	200.00
120	Risk Management Services												
121	Security & Fire Alarm	576.20.300.40.81	Monitoring \$90/month = \$1080, Yearly Inspection \$320	4,170.00	4,423.71	4,200.00	2,462.39	2,500.00	2,203.83	88.15%	736.29	2,940.12	2,900.00
122	Pest Control	576.20.300.40.82	Orkin - quarterly \$165.51 total \$662.04	800.00	655.13	700.00	576.55	700.00	685.10	97.87%	79.66	764.76	700.00
123	Insurance	576.20.300.40.83	WCIA - Travelers	12,420.00	12,148.00	12,612.00	13,170.00	14,000.00	11,176.00	79.83%	-	11,176.00	17,500.00
124	Fingerprinting (WSP)	576.20.300.40.84	*2019- \$55 per person x 20 people + \$7.5 average fingerprinting (\$5 for res, \$10 non res)		62.09	800.00	385.00	900.00	890.00	98.89%	-	890.00	1,250.00
125	Financial Services												
126	Independent	576.20.300.40.91	Independent		7,098.35		-						
127	CPA Services	576.20.300.40.92		10,000.00	7,458.50	10,000.00	6,627.50	8,000.00	4,066.00	50.83%	915.00	4,981.00	6,000.00
128	Software Programs (financial)	576.20.300.40.93	QuickBooks Online Subscription \$75/ quarter =\$300	500.00	262.44	500.00	150.00	500.00	225.00	45.00%	-	225.00	500.00
129	Shared Intergovernmental Services												
130	External Taxes and Operating Assessments	576.20.300.50.10	include description	5,000.00	49.00	1,000.00	-					-	
131	Washington Business License	576.20.300.50.20				-	-		19.00			19.00	
132	Tukwila Business License	576.20.300.50.30				-	-					-	
133	Annual Permits	576.20.300.50.40	King Co Health	800.00	593.00	600.00	593.00	650.00	593.00	91.23%		593.00	650.00
134	Interlocal Agreements	576.20.300.50.50				-	-						
135	State Audit	576.20.300.50.60	2019 SAO Rates: -\$100/hr local gov audit work, \$125/hr fraud investigations -\$75/hr auditors in travel status	5,000.00		13,500.00	2,606.09	-	5,415.70		2,559.54	7,975.24	8,000.00
136	Total 576.20.300 Shared Expenditures			92,230.00	65,544.76	91,757.00	72,633.97	82,100.00	73,475.94		12,693.41	86,166.30	101,216.00



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
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	A	B	C	E	F	G	H	I	J	K	L	M	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
137	Swimming Pool Expenditures												
138	Swimming Pool Salaries and Wages												
139	Lifeguards	576.20.400.10.10		65,116.00	71,867.59	96,000.00	108,028.79	126,450.00	110,800.10	87.62%	17,580.68	128,380.78	182,015.00
140	Instructors	576.20.400.10.20		32,642.00	37,391.80	52,000.00	41,251.52	42,500.00	52,200.37	122.82%	6,111.67	58,312.04	51,000.00
141	Water Exercise Instructor	576.20.400.10.25		-	-	-	-	-	-		-	-	4,000.00
142	Head Guards	576.20.400.10.30		43,275.00	36,090.33	-	-						
143	Director of Aquatic Operations	576.20.400.10.40		55,000.00	56,705.55	55,000.00	47,711.48	66,734.00	55,379.98	82.99%	10,833.32	66,213.30	68,726.00
144	Assistant Aquatics Managers	576.20.400.10.50		40,000.00	30,261.64	75,000.00	80,564.74	89,000.00	86,275.30	96.94%	14,828.73	107,159.25	124,280.00
145	Front Desk	576.20.400.10.60		45,197.00	40,562.32	44,000.00	34,254.08	50,100.00	25,533.95	50.97%	5,104.22	30,638.17	30,000.00
146	Maintenance Worker	576.20.400.10.65		-	-	-	-	-	-	0.00%	-	3,000.00	13,000.00
147	Overtime	576.20.400.10.70		-	1,365.00	-	14,532.98	7,500.00	5,596.40	74.62%	1,836.84	7,433.24	7,500.00
148	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		14,520.00	12,652.39	19,500.00	19,512.44	23,500.00	20,549.09	87.44%	3,953.75	25,788.31	28,951.00
149	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90			4,185.68		37.34				-		
150	Swimming Pool Personnel Benefits												
151	Non-Taxable Benefits												
152	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	22,850.00	25,901.58	26,124.00	31,022.68	35,711.35	31,271.89	87.57%	5,297.94	36,891.02	44,236.35
153	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	5,712.00	19,213.46	18,178.00	12,764.03	25,674.83	8,685.83	33.83%	1,840.62	11,708.86	20,238.86
154	L&I	576.20.400.20.13	TPMPD's contribution	2,856.00	9,105.79	9,500.00	8,597.08	15,000.00	11,161.90	74.41%	(146.87)	10,994.10	15,000.00
155	Other Benefits (non-cash)	576.20.400.20.20				-							
156	Swimming Pool Supplies												
157	Program Supplies and Equipment												
158	Exercise Classes	576.20.400.30.11	foam dumbbells \$20x10	200.00	179.40	200.00	139.80	200.00	318.17	159.09%		318.17	300.00
159	Swim Classes/Instruction	576.20.400.30.12	swim table	1,800.00	513.30	1,200.00	412.20	500.00	736.74	147.35%		2,936.74	800.00
160	Special Events	576.20.400.30.13	food, inflatables, games supplies, wristbands	1,400.00	1,003.56	1,400.00	2,469.67	2,400.00	2,526.99	105.29%	211.14	2,738.13	3,000.00
161	Staff Uniforms	576.20.400.30.14	shirts, swimsuits, hip packs, badges, lanyards, whistles, polo shirts	2,000.00	2,359.00	1,700.00	1,807.39	2,500.00	1,257.94	50.32%	-	1,257.94	2,000.00
162	Safety Supplies Equipment	576.20.400.30.15	life jackets, first aid supplies, biohazard supplies, rescue tubes ** more lifejackets for 2018	2,250.00	1,635.95	1,700.00	3,119.56	2,500.00	3,782.30	151.29%	193.63	5,235.93	1,740.00
163	Lifeguard Class Supplies and Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes				156.44	150.00	235.52	157.01%		235.52	100.00
164	Drop In/Open Swim Supplies	576.20.400.30.17	kickboards, fins, wristbands, foam boats				243.22	500.00	811.05	162.21%	-	2,611.05	500.00
165	Maintenance and Repairs Supplies												
166	Pool Chemicals	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus **adding them degreasing the filters 2 times a year as part of their service	10,634.00	11,802.64	11,000.00	10,574.12	14,000.00	8,519.08	60.85%	1,295.47	9,814.55	10,000.00
167	Janitorial Supplies	576.20.400.30.22		4,400.00	6,199.61	6,000.00	9,574.70	8,000.00	9,340.65	116.76%	1,839.96	11,180.61	11,000.00
168	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	600.00	1,392.49	1,500.00	2,353.81	6,000.00	10,165.37	169.42%	1,269.83	16,185.20	5,000.00
169	Landscaping Supplies	576.20.400.30.24	ice melt, lawn repair chemicals, equipment rentals, plants, bark **yearly mulch \$700, new plants \$1300	500.00	435.83	500.00	812.92	2,000.00	54.20	2.71%	119.57	173.77	1,000.00
170	Resale Inventory	576.20.400.30.30		1,200.00	3,032.40	2,600.00	3,494.40	3,500.00	4,596.86	131.34%	475.00	5,071.86	5,000.00
171	Miscellaneous Supplies	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	49.83	24.92%		49.83	200.00



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
12/10/2018 BoC Regular Meeting

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1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
172	Swimming Pool Services												
173	Transaction Services/Merchant Fees	576.20.400.40.10	Rec 1 Services, Credit Card processing fees	4,800.00	5,221.19	6,500.00	7,577.47	9,000.00	8,480.27	94.23%	1,210.33	9,690.60	11,220.00
174	Translation Services	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	0.00%		-	500.00
175	Grant Translation	576.20.400.40.21						500.00	-	0.00%		-	
176	Advertising & Promotion												
177	Outreach & Marketing Services	576.20.400.40.35	additional services as needed			4,000.00	600.00	2,000.00	387.56	19.38%		387.56	2,000.00
178	Grant Marketing	576.20.400.40.36						1,700.00	153.57	9.03%		153.57	
179	Grant Overhead	576.20.400.40.37						2,800.00	825.43	29.48%		825.43	
180	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochures included 500 for marketing grant	3,000.00	1,532.81	2,000.00	780.00	2,000.00	1,810.00	90.50%	-	1,810.00	2,000.00
181	Printing & Copying	576.20.400.40.32	For brochures, banners, etc.	4,000.00	3,362.13	4,000.00	3,564.38	4,000.00	3,198.31	79.96%	1,185.05	4,383.36	4,000.00
182	Ads/Postings	576.20.400.40.33	Assistant Manager position & program promotion only	600.00	1,020.00	800.00	228.00	800.00	1,037.96	129.75%	-	1,037.96	1,000.00
183	Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	132.89%		1,328.94	1,500.00
184	Promotional giveaways	576.20.400.40.34	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	0.00%	14.48	14.48	500.00
185	Staff Development												
186	Travel/Transportation	576.20.400.40.41	For pool staff only	-		-	189.62	400.00	1,160.95	290.24%	46.12	1,207.07	1,000.00
187	Tuition/Registration Fees	576.20.400.40.42	Lifeguard re-cert (staff only), Management training & WSI or equivalent: 20 staff at \$35/cert=\$700	2,250.00	575.00	4,500.00	1,568.08	2,000.00	2,272.64	113.63%	70.00	2,342.64	3,500.00
188	Rentals and Leases												
189	Equipment	576.20.400.40.51		1,000.00	452.00	500.00	-		-			-	
190	Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-						
191	Utilities												
192	Electrical	576.20.400.40.61		16,000.00	15,033.65	16,000.00	15,996.92	17,600.00	15,033.41	85.42%	1,447.51	16,480.92	19,000.00
193	Gas	576.20.400.40.62		48,000.00	46,044.27	49,000.00	48,948.96	58,000.00	36,154.27	62.33%	8,684.61	44,838.88	50,000.00
194	Water	576.20.400.40.63		4,200.00	4,390.41	5,100.00	6,474.42	6,500.00	5,908.14	90.89%	1,349.04	7,257.18	7,000.00
195	Sewer	576.20.400.40.64		7,920.00	1,091.96	4,200.00	1,186.46	1,500.00	586.65	39.11%	114.00	700.65	1,500.00
196	Garbage Collection	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	0.00%	-	-	1,000.00
197	Storm Drain	576.20.400.40.66				-	-						
198	Other Utilities	576.20.400.40.67				-	-						
199	Repairs and Maintenance Services												
200	Maintenance/Janitorial Service	576.20.400.40.71		-			-						
201	Landscaping/Groundskeeping Services	576.20.400.40.74					-						
202	Facility Repairs/Maintenance	576.20.400.40.72	HVAC, Preventative Maintenance, Plumbing, Lockers, Doors, Walls, Floors	20,000.00	20,533.89	20,000.00	31,799.21	40,000.00	18,782.81	46.96%	330.98	68,396.92	30,000.00
203	Equipment Repairs/Maintenance	576.20.400.40.73		4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	13,814.73	65.78%	8,745.49	26,760.22	37,112.00
204	Travel (non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	16.62	200.00	21.04	200.00	110.96	55.48%	-	110.96	200.00
205	Miscellaneous Services												
206	Scholarship Fund (Swim Lesson Fees)	576.20.400.40.91		10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	6,429.50	64.30%	1,476.03	7,905.53	10,000.00
207	Red Cross	576.20.400.40.92	Certification fees for Lifeguarding classes (non-staff) 2019: 10 patrons at \$35 each	200.00	991.00	780.00	350.00	350.00	324.00	92.57%	-	324.00	350.00
208	Aerobics Partner	576.20.400.40.93					-		1,075.00			1,075.00	2,400.00
209	Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	1,000.00	-	500.00	-						
210	Adult Free Passes	576.20.400.40.95				60.00	-						
211	Youth Free Passes	576.20.400.40.96				300.00	9.00						
212	Discounts Applied	576.20.400.40.97					-						
213	Gift Certificates	576.20.400.40.98					322.00						
214	Total 576.20.400 Swimming Pool Expenditures			493,419.00	500,537.19	569,539.00	581,948.07	707,770.17	568,724.61		97,319.14	741,360.24	815,369.21



Tukwila Pool Metropolitan Park District
2019 Proposed Budget for Resolution
12/10/2018 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	L	M	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 10/31/2018	% of Budget	2017 Actuals: Nov 1 to Dec 31	2018 Estimated	2019 Proposed Budget
215	Sales Tax												
216	Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	6,581.26	87.11%	951.57	7,532.83	7,450.00
217	Total 586.00.300 Sales Tax			5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	6,581.26		951.57	7,532.83	7,450.00
218	Debt Service Principle												
219	City Bridge Loan (Principle)	591.76.300.70.10		105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	91,515.38	83.19%	18,135.84	110,002.05	112,222.37
220	Loans and Bonds (Principle)	591.76.300.70.20		93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	49,246.93	49.65%	48,555.02	99,195.63	97,521.42
221	Total 591.76.300 Debt Service Principle			199,429.00	199,429.62	204,254.00	204,253.51	209,197.68	140,762.31	1.33	66,690.86	209,197.68	209,743.79
222	Debt Service Interest												
223	City Bridge Loan (Interest)	592.76.300.80.10		15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	9,699.42	84.67%	2,107.12	11,455.71	9,235.39
224	Loans and Bonds (Interest)	592.76.300.80.20		19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	7,318.07	52.52%	8,009.98	13,934.37	15,608.58
225	Total 592.76.300 Debt Service Interest			35,159.00	35,158.14	30,334.00	30,334.25	25,390.08	17,017.49		10,117.10	25,390.08	24,843.97
226	Park Facility Improvements and New Construction												
227	CIP Supplies	595.76.300.30.00	Reported below: 2018 Capital Improvement Project/Lifetime Replacement Fund Budget	25,000.00	25,917.53								
228	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00							
229	Total 595.76.300 Park Facility Improvements (CIP)			50,000.00	49,894.78	15,000.00	-	-					
230	Transfers Out												
231	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + additional addressed in CIP Budget	80,000.00		85,000.00	133,305.00	80,000.00	-	0.00%	98,200.00	101,000.00	80,000.00
232	Total 597.00.300 Transfers Out			80,000.00	-	85,000.00	133,305.00	80,000.00	-		98,200.00	101,000.00	80,000.00
233	Total Expenditures			1,033,439.00	921,264.53	1,075,990.00	1,081,728.57	1,171,143.93	853,750.39		292,646.76	1,225,410.59	1,291,287.97
234													
235	Opening Balance			198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36		-	343,876.36	380,436.35
236	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,147,751.09		156,621.66	1,261,970.58	1,296,884.00
237	Total Expenditures			(1,033,439.00)	(921,264.53)	(1,075,990.00)	(1,081,728.57)	(1,171,143.93)	(853,750.39)		(292,646.76)	(1,225,410.59)	(1,291,287.97)
238	Ending Balance			207,366.00	271,557.67	248,696.00	343,876.36	301,573.36	637,877.06		(136,025.10)	380,436.35	386,032.38
239	Net Income (Total Revenue less Total Expenditures)			8,991.00	73,168.67	10,150.00	72,318.69	13,082.07	294,000.70	-	(136,025.10)	36,559.99	5,596.03
240	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures												
241	3 Months Operational and Debt Service Expenses:			238,359.75	230,316.13	247,747.50	237,105.89	272,785.98	213,437.60	-	48,611.69	281,102.65	302,821.99
242	Requirement Met?			NO	YES	YES	YES	YES	YES		NO	YES	YES
243	Tukwila Pool Metropolitan Park District 2018 Capital Improvement Project/Lifetime Replacement Fund Budget												
244			Notes	2016 Adopted	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals:				
245	Unrestricted Opening Balance			220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00		293,829.51	-	392,029.51
246	Revenues												
247	Transfers in from General Fund			\$80,000.00		\$85,000.00	\$5,000.00	80,000.00		0.00%	98,200.00	101,000.00	80,000.00
248												-	
249		*((\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)					\$110,105.00					-	
250		*2018 Transfer in 2017					\$18,200.00					-	
251	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00		\$98,200.00	\$101,000.00	\$80,000.00
252	Expenditures												
253	CIP Expenditures	*2018: Diving Block Replacement		\$50,000				18,000.00	17,999.97	100.00%		17,999.97	
254		*2018: Lighting Replacement						6,200.00	7,954.10	128.29%		7,954.10	
255		*2018: Slide Maintenance						12,000.00	13,354.00	111.28%		13,354.00	
256		*2018: Pool Covers						12,501.00	16,830.62	134.63%		16,830.62	
257		*2018: Lane Dividers							3,336.80			3,336.80	
258		*2018: Security Cameras										10,000.00	
259		*2019 Proposed: Pool Liner											55,000.00
260	Total Expenditures			50,000.00	-	-	-	48,701.00	59,475.49		-	69,475.49	55,000.00
261													
262	Opening Balance			220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00		293,829.51	-	392,029.51
263	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00		\$98,200.00	\$101,000.00	\$80,000.00
264	Total Expenditures			(50,000.00)	-	-	-	(48,701.00)	(59,475.49)		-	(69,475.49)	(55,000.00)
265	Ending Balance			250,000.00	220,000.00	335,105.00	353,305.00	384,604.00	293,829.51		392,029.51	31,524.51	417,029.51

Tukwila Pool MPD LifeCycle Replacement Plan (Rev. 12/17)

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Item																							
Pool Liner										\$54,743								\$131,109					
Heat Exchanger (Pool Water)														\$96,062									
Pool Covers							\$12,501					\$16,451					\$16,451						
Painting (Int. & Ext.)								\$120,205															
Chemical feeding System															\$24,976								
ADA Chair Lift																	\$18,009						
StartingBlocks							\$18,000																
Diving Board											\$22,204												
Domestic Boiler															\$133,206								
Stall Partitions																		\$38,958					
Locker Room Floor Resurfacing												\$29,605											
Pool Deck Floor Resurfacing					\$49,895 Ex*												\$72,038						
Slide Steps/Platform							\$12,000																
Lighting (Pool Deck)							\$6,200																
Annual Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$48,701	\$120,205	\$0	\$54,743	\$22,204	\$46,056	\$0	\$96,062	\$158,182	\$0	\$106,498	\$131,109	\$38,958	\$0	\$0	\$0	\$822,718
Starting Balance				\$50,000	\$100,000	\$100,000	\$173,305	\$174,604	\$104,399	\$154,399	\$149,656	\$177,452	\$181,396	\$231,396	\$185,334	\$77,152	\$127,152	\$70,654	(\$10,455)		\$0	\$0	
Annual Contribution			\$50,000	\$50,000		\$73,305	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000				\$823,305
Ending Balance			\$50,000	\$100,000	\$100,000	\$173,305	\$174,604	\$104,399	\$154,399	\$149,656	\$177,452	\$181,396	\$231,396	\$185,334	\$77,152	\$127,152	\$70,654	(\$10,455)	\$587	\$0	\$0	\$0	
*Excluded- Paid in General Fund																							
Items Not Included																							
Pool Circ Pump/VFD																				\$179,082			
Roof (New in 2013- 25+Years)																					\$409,740		
HVAC Controls																			\$162,065				
Boiler																					\$252,822		

Proposed Tukwila Pool MPD LifeCycle Replacement Plan (Rev. 11/26/18)																								
Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total	
Item																								
Pool Liner							\$54,743									\$131,109								
Heat Exchanger (Pool Water)														\$96,062										
Pool Covers							\$16,831					\$16,451					\$20,015							
Painting (Int. & Ext.)								\$120,205																
Chemical Feeding (Leasing)																								
ADA Chair Lift																	\$18,009							
Starting Blocks							\$18,000																	
Diving Board											\$22,204													
Domestic Boiler															\$133,206									
Stall Partitions																		\$38,958						
Locker Room Floor Resurfacing												\$29,605												
Pool Deck Floor Resurfacing					\$49,895 Ex*												\$72,038							
Slide Steps/Platform							\$13,354																	
Lighting (Pool Deck)							\$7,954																	
Lane Dividers							\$3,337					\$4,258					\$5,180							
Security Cameras							\$9,317																	
Annual Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$68,793	\$54,743	\$120,205	\$0	\$22,204	\$50,314	\$0	\$96,062	\$133,206	\$131,109	\$115,242	\$0	\$38,958	\$0	\$0	\$0	\$830,836	
Starting Balance				\$50,000	\$100,000	\$100,000	\$173,305	\$175,512	\$170,769	\$100,564	\$150,564	\$178,360	\$178,046	\$228,046	\$181,984	\$98,778	\$17,669	(\$47,573)	\$2,427		\$0	\$0		
Annual Contribution			\$50,000	\$50,000		\$73,305	\$71,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000				\$844,305	
Ending Balance			\$50,000	\$100,000	\$100,000	\$173,305	\$175,512	\$170,769	\$100,564	\$150,564	\$178,360	\$178,046	\$228,046	\$181,984	\$98,778	\$17,669	(\$47,573)	\$2,427	\$13,469	\$0	\$0	\$0	\$13,469	
*Excluded- Paid in General Fund																								
Items Not Included																								
Pool Circ Pump/VFD																					\$179,082			
Roof (New in 2013- 25+Years)																						\$409,740		
HVAC Controls																				\$162,065				
Boiler																					\$252,822			

Tukwila Pool MPD CIP Fund Demo Reserve

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Starting Balance	\$0	\$30,000	\$60,000	\$90,000	\$120,000	\$120,000	\$180,000	\$210,000	\$240,000	\$270,000	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000				
Annual Contribution	\$30,000	\$30,000	\$30,000	\$30,000		\$60,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000				\$570,000
Ending Balance	\$30,000	\$60,000	\$90,000	\$120,000	\$120,000	\$180,000	\$210,000	\$240,000	\$270,000	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000	\$570,000				\$570,000

Tukwila Pool MPD CIP Fund Running Totals (Lifecycle & Demo)

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Lifecycle Running Total			\$50,000	\$100,000	\$100,000	\$173,305	\$175,512	\$170,769	\$100,564	\$150,564	\$178,360	\$178,046	\$228,046	\$181,984	\$98,778	\$17,669	(\$47,573)	\$2,427	\$13,469				
Demo Running Total	\$30,000	\$60,000	\$90,000	\$120,000	\$120,000	\$180,000	\$210,000	\$240,000	\$270,000	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000	\$570,000				
Fund Running Total	\$30,000	\$60,000	\$140,000	\$220,000	\$220,000	\$353,305	\$385,512	\$410,769	\$370,564	\$450,564	\$508,360	\$538,046	\$618,046	\$601,984	\$548,778	\$497,669	\$462,427	\$542,427	\$583,469				\$583,469

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Kristine Selleck, District Administrator

DATE: December 10, 2018

SUBJECT: **TPAC Appointments**

ISSUE

Should the BOC re-appoint Ivan Cockrum (TPAC Position #3) and Sharon Shipman (TPAC Position #4) to the Tukwila Pool Advisory Committee?

FINANCIAL IMPACT

None.

BACKGROUND

TPAC positions #3 and #4 are two-year terms that expire on Dec. 31, 2020. The following table (courtesy of Commissioner Zaputil) shows current TPAC Members & Terms as of 12/10/2018:

Position	Member	Term Ending
#1	Jacque Carroll	12/31/2019
#2	Diane Myers	12/31/2019
#3	Ivan Cockrum	12/31/2018
#4	Sharon Shipman	12/31/2018
#5	VACANT	12/31/2018
Student		
Student		

DISCUSSION

Both TPAC members have been valued contributors to the Pool offering assistance and advice.

RECOMMENDATIONS

It is recommended that the BoC approve both appointments.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Ellen Gengler, TPMPD Board President

DATE: December 10, 2018

SUBJECT: **2019 BOC Officer Appointment**

ISSUE

TPMPD BOC Officer selection for 2019.

FINANCIAL IMPACT

None.

BACKGROUND

The TPMPD Bylaws Article 5 states:

- a) Section 1 -Appointment of Officers: Each Year at the last public meeting, the TPMPD Board shall appoint the President of the Board for the following year, and the Clerk of the Board for the following year, by majority vote of the quorum of the TPMPD Board in attendance at the meeting.
- b) Section 2 -Terms of Officers: The President or Clerk of the Board of Commissioners may not serve two consecutive terms unless the first term is less than six months. The officers of the TPMPD Board shall serve until December 31st, or until a successor is appointed by the TPMPD Board, the failure to appoint a successor as provided herein shall not operate as a removal of the existing officers.

DISCUSSION

In accordance with the TPMPD Bylaws the Board shall, at its December Regular Meeting, vote and appoint the TPMPD President and Clerk for 2019.

RECOMMENDATIONS

It is recommended that the BOC move to:

- a) Appoint a TPMPD Board President for 2019.
- b) Appoint a TPMPD Clerk for 2019.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Ellen Gengler, TPMPD Board President

DATE: December 10, 2018

SUBJECT: **2019 BOC Meeting Schedule**

ISSUE

The TPMPD annually sets the Regular Meeting schedule of the BOC by Resolution.

BACKGROUND

Regular Meetings of the TPMPD BOC in 2018 were held at Valley View Sewer District on the second Monday of each month at 6:00pm.

RECOMMENDATIONS

It is recommended that the BOC approve a Resolution for Regularly scheduled BOC meetings on the second Monday of each month at 6:00pm in 2019 - January 14 , February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14 (Columbus Day), November 11 (Veteran's Day) and December 9.

ATTACHMENTS

1. TPMPD BOC 2019 Regularly Scheduled Meetings Resolution
2. Preliminary 2019 Annual Agenda Plan

TUKWILA POOL METROPOLITAN PARK DISTRICT

RESOLUTION # 2018-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ESTABLISHING THE MEETING SCHEDULE FOR THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT

WHEREAS, RCW 42.30.030 states that all meetings of the governing body of a public agency shall be open and public; and

WHEREAS, all persons shall be permitted to attend any meeting of the governing body of a public agency; and

WHEREAS, it is in the best interest of the Tukwila Pool Metropolitan Park District to inform all citizens of all Tukwila Pool Metropolitan Park District Board of Commissioners meeting days, times and locations;

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

Section 1: Tukwila Pool Metropolitan Park District Board of Commissioners meetings shall be held on the following days during the year 2019: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11 and December 9.

Section 2: Tukwila Pool Metropolitan Park District Board of Commissioners meetings shall be held at the Valley View Sewer District conference room, 3460 S 148th Suite 100, Tukwila, WA commencing at 6:00 p.m.

PASSED BY THE TUKWILA POOL METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS at a Regular Meeting thereof this 10th day of December 2018.

ATTEST/AUTHENTICATED:













Aaron Shipman, Clerk of the Board

Ellen Gengler, President of the Board

Passed by the Commission: 10 DEC 2018

Resolution Number: 2018-05

[NOTHING FOLLOWS]

January	February	March	April	May	June	July	August	September	October	November	December
14 BOC MTG	11 BOC MTG	11 BOC MTG	8 BOC MTG	13 BOC MTG	10 BOC MTG	8 BOC MTG	12 BOC MTG	9 BOC MTG	14 BOC MTG	11 BOC MTG	9 BOC MTG
 19 LUAU TPAC MARKETING	 16 CANDYLAND TPAC MARKETING	 16 EGG HUNT TPAC MARKETING	 13 APRIL POOLS TPAC MARKETING	 18 PIRATES TPAC MARKETING	 15 RODEO TPAC MARKETING	 13 CARDBOARD BOAT RACES TPAC MARKETING	 17 CIRCUS TPAC MARKETING	 14 SAFARI TPAC MARKETING	 19 PUMPKIN PLUNGE TPAC MARKETING	 16 TURKEY RACES TPAC MARKETING	 14 FIESTA TPAC MARKETING
PROGRAMMING BROCHURE REVIEW MAY-AUG	EOY FINANCIALS TO BOC			PROGRAMMING BROCHURE REVIEW SEPT-DEC	MID YEAR BUDGET REPORT TO BOC	FINANCE COMMITTEE STARTS 2020 BUDGET	PRIMARY ELECTIONS (IF APPLICABLE)	PROGRAMMING BROCHURE REVIEW JAN-APR	PRELIMINARY BUDGET REPORT TO BOC	NOVEMBER ELECTIONS POSITIONS #3 & #4	BOC APPROVES 2020 BUDGET
	SET RETREAT DATE (SPRING)			WCIA / STATE AUDIT?	WCIA / STATE AUDIT?					BOND RESOLUTIONS FOR 2020 BOC MEETING	BOC OFFICER ELECTIONS FOR 2020
	DA – CHECK WITH KING COUNTY ELECTIONS			BOARD RETREAT (MAY OR JUNE)						DA – RESERVE MEETING SPACES FOR TPAC AND BOC FOR 2020	SERVICE CONTRACT RENEWALS
											TPAC APPTMTS
											2020 BOC MEETING SCHEDULE

Not noted on above:

Training Sessions for DA
 Aquatics Conference for DoAO
 Possible training for Commissioners
 Mandatory WCIA meetings
 Maintenance closure
 Handbook update
 Policy Reviews
 Outreach activities

Annual review of Interlocal Agreement w/ TSD
 CIP review
 Grants
 Fund Raising

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

FROM: TPMPD Finance Committee: Vanessa Zaputil: Commissioner

DATE: 12/03/18

SUBJECT: **Contract Renewals**

ISSUE

Shall the TPMPD renew contracts with GDM Private Financial Solutions and Snure Law Offices for 2019?

FINANCIAL IMPACT

Brian Snure indicated no changes to current rates. We are still awaiting response from Alan Dance at GDM Financial Solutions.

BACKGROUND

In 2017, the TPMPD approved contracts for 2018 for the following services:

1. GDM Private Financial Solutions
2. Snure Law Offices

DISCUSSION

The TPMPD requires both external accounting services and legal services.

The Scope of Work for the GDM Financial Solutions contract include, as requested:

- SAO Audit and Annual Report Support, Financial Statement Review, 1099/1096 Filings, advice and assistance with financial management.

The Scope of Work for Snure Law Offices contract, as requested:

- Legal services as needed

RECOMMENDATIONS

It is recommended that the BOC approve:

1. GDM Private Financial Solutions Contract
2. Snure Law Offices Contract

ATTACHMENTS

1. GDM Private Financial Solutions Contract 2019
2. Snure Law Offices Contract 2019

PROFESSIONAL SERVICES AGREEMENT
Between the Tukwila Pool Metropolitan Park District and

GDM Private Financial Solutions

THIS AGREEMENT is made between the Tukwila Pool Metropolitan Park District, a Washington municipal corporation "TPMPD," and GDM Private Financial Solutions, located and doing business at 11100 NE 8th St., Suite 380, Bellevue, WA 98004 "Contractor."

I. DESCRIPTION OF WORK.

Contractor shall perform the following services for the TPMPD, as requested:

See Exhibit A.

Contractor further represents that the services furnished under this Agreement will be performed diligently and in accordance with generally accepted professional practices within the Puget Sound region in effect at the time those services are performed.

II. TERM. This Agreement shall be effective January 1, 2019 and shall continue until December 31, 2019 unless earlier terminated as provided herein.

III. COMPENSATION. The TPMPD shall pay Contractor the fixed fees and hourly rates identified in Exhibit A according to the following invoice schedule:

Contractor shall invoice the TPMPD monthly based on time and materials incurred during the preceding month for services rendered during the preceding month. The TPMPD shall pay all approved invoices within 30 days of receipt. All hourly rates charged shall remain fixed at the negotiated rates throughout the term of this Agreement.

IV. ADDITIONAL WORK. If, during the performance of this Agreement or subsequent to completion of the work under this Agreement, services other than those described in Section I are ordered by the TPMPD, the Contractor agrees to provide said services and the TPMPD agrees to compensate the Contractor for the same according to the method determined at the time the additional services are ordered. The Contractor shall not proceed with said additional services until such time as the cost for the additional services and the method of payment are approved in writing by the TPMPD.

V. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement. By their execution of this Agreement, and in accordance with Ch. 51.08 RCW, the parties make the following representations:

- A. The Contractor has the ability to control and direct the performance and details of its work, the TPMPD being interested only in the results obtained under this Agreement.
- B. The Contractor maintains and pays for its own place of business from which Contractor's services under this Agreement will be performed.
- C. The Contractor has an established and independent business that is eligible for a business deduction for federal income tax purposes that existed before the TPMPD retained Contractor's services, or the Contractor is engaged in an independently established trade, occupation, profession, or business of the same nature as that involved under this Agreement.
- D. The Contractor is responsible for filing as they become due all necessary tax documents with appropriate federal and state agencies, including the Internal Revenue Service and the state Department of Revenue.
- E. The Contractor has registered its business and established an account with the state Department of Revenue and other state agencies as may be required by Contractor's business, and has obtained a Unified Business Identifier (UBI) number from the State of Washington.
- F. The Contractor maintains a set of books dedicated to the expenses and earnings of its business.

VI. TERMINATION. The TPMPD may terminate this Agreement, with or without cause, upon providing the Contractor seven (7) calendar days written notice at its address set forth on the signature block of this Agreement. The Contractor may terminate this Agreement, with or without cause, upon providing the TPMPD thirty (30) calendar days written notice at its address set forth on the signature block of this Agreement.

VII. DISCRIMINATION. The Contractor shall not discriminate against any employee, applicant for employment or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.

VIII. INDEMNIFICATION. Contractor shall defend, indemnify and hold the TPMPD, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Contractor's performance of this Agreement, except for that portion of the injuries and damages caused by the TPMPD's negligence. The TPMPD's inspection or acceptance of any of Contractor's work when completed shall not be grounds to avoid any of these covenants of indemnification. The provisions of this section shall survive the expiration or termination of this Agreement.

In the event Contractor refuses tender of defense in any suit or any claim, if that tender was made pursuant to this indemnification clause, and if that refusal is subsequently determined by a court having jurisdiction (or other agreed tribunal) to have been a wrongful refusal on the Contractor's part, then Contractor shall pay all the TPMPD's costs for defense, including all reasonable expert witness fees and reasonable attorneys' fees, plus the TPMPD's legal costs and fees incurred because there was a wrongful refusal on the Contractor's part.

It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's limited waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Contractor further acknowledges that Contractor has mutually negotiated this waiver.

IX. INSURANCE. The Contractor shall procure and maintain for the duration of the Agreement, insurance of the types and in the amounts described in **Exhibit B** attached and incorporated by this reference.

X. CONFIDENTIALITY. In the performance of the Agreement, Contractor may have access to certain confidential information. Contractor agrees to protect confidential information of District against any unauthorized use or disclosure. Without limitation of the foregoing:

- A. Contractor will use such confidential information solely for the purposes of fulfilling the job requirements.
- B. Contractor will disclose such confidential information only to those employees, Consultants, agents and other representatives who have a need to know the same and who understand and acknowledge their obligation and willingness to preserve and hold such confidential information in strict confidence.

XI. CONTRACTOR'S WORK AND RISK. The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those services. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XII. OWNERSHIP AND USE OF INTELLECTUAL PROPERTY. Any records, reports, designs, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials prepared or produced by the Contractor in connection with the services provided hereunder shall be the property of the TPMPD whether the project for which they were created is executed or not. No confidential information obtained or created by Contractor shall be disclosed to any person or party other than the TPMPD without the TPMPD's prior written consent.

XIII. MISCELLANEOUS PROVISIONS.

A. Conflict of Interest. The Contractor represents to the TPMPD that it has no conflict of interest in performing any of the services described herein. In the event that the Contractor is asked to perform services for a project with which it may have a conflict, the Contractor shall immediately disclose such potential conflict to the TPMPD.

B. Non-Waiver of Breach. The failure of the TPMPD to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

C. Resolution of Disputes and Governing Law. 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 VII of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void.

F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the TPMPD and Contractor.

G. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the TPMPD, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. Should any language in any

of the exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

H. TPMPD Obligations: The success of this agreement will require collaboration, cooperation and communication. In addition, TPMPD hereby agrees to:

1. Contract with a competent third party payroll service provider.
2. Install and operate a POS system that integrates with our mutual needs.
3. Timely pay for our services as set forth in this letter.

IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.

CONTRACTOR: By: _____ Alan Dance, CPA DATE: _____	TUKWILA POOL METROPOLITAN PARK DISTRICT: By: _____ Ellen Gengler Board President DATE: _____
NOTICES TO BE SENT TO: GDM Private Financial Solutions 11100 NE 8 th St., Suite 380 Bellevue, WA 98004	NOTICES TO BE SENT TO: Executive Director Tukwila Pool Metropolitan Park District 4414 S. 144 th St. Tukwila WA 98168

EXHIBIT A SCOPE OF WORK

Assistance on an hourly basis with any or all of the following:

1. Quarterly Financial Statement Review
2. Year End Balance Sheet Review
3. SAO Annual Report
4. SAO Bi-Annual Audit
5. Annual 1099/1096 Filings
6. Consultation & Communications

Hourly billing rates as follows:

Alan Dance (CPA) - \$300/Hour
GDM Staff- \$125-\$175/hour

Historical Billings for 2019 Budget Consideration

2016 - \$6,521
2017 - \$8,818
2018 YTD - \$2,251

EXHIBIT B INSURANCE REQUIREMENT

The Contractor shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the TPMPD, of all such policies with an insurer acceptable to the TPMPD. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage).
- b. Automobile liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Automobile liability coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary
- c. Such workmen's compensation and other similar insurance as may be required by law.
- d. Professional liability insurance is required if services delivered pursuant to this agreement, either directly or indirectly, involve or require providing professional services. Such coverage shall cover injury or loss resulting from Contractors' rendering or failing to render professional services. Contractor shall maintain minimum limits no less than \$1,000,000 per incident, loss, or person, as applicable. If defense costs are paid within the limit of liability, Contractor shall maintain limits of \$2,000,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall be at least two times the incident, loss or person limit. If professional liability insurance is written on a "claims made" basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this contract.
- e. Contractor agrees to disclose the existence and nature of any limiting endorsement that applies to any liability insurance policy purchased in accord with this contract.
- f. Contractor's insurance coverage shall be primary insurance as respects the TPMPD and Contractor shall provide documentation of the primary nature of Contractor's insurance. Any insurance maintained by the TPMPD shall be excess of the Contractor's insurance and shall not contribute with it.

**PROFESSIONAL SERVICES AGREEMENT
Between the Tukwila Pool Metropolitan Park District and**

Snure Law Office, PSC

THIS AGREEMENT is made between the Tukwila Pool Metropolitan Park District, a Washington municipal corporation "TPMPD," and Snure Law Office, PSC, located and doing business at 627 S. 227th St., Des Moines, WA 98198 "Contractor."

I. DESCRIPTION OF WORK.

Contractor shall perform the following services for the TPMPD:

See Exhibit A.

Contractor further represents that the services furnished under this Agreement will be performed diligently and in accordance with generally accepted professional practices within the Puget Sound region in effect at the time those services are performed.

II. TERM. This Agreement shall be effective January 1, 2019 and shall continue until December 31, 2019 unless earlier terminated as provided herein.

III. COMPENSATION. The TPMPD shall pay Contractor the hourly rates identified in Exhibit A according to the following invoice schedule:

Contractor shall invoice the TPMPD monthly based on time and materials incurred during the preceding month for services rendered during the preceding month. The TPMPD shall pay all approved invoices within 30 days of receipt. All hourly rates charged shall remain fixed at the negotiated rates throughout the term of this Agreement.

IV. ADDITIONAL WORK. If, during the performance of this Agreement or subsequent to completion of the work under this Agreement, services other than those described in Section I are ordered by the TPMPD, the Contractor agrees to provide said services and the TPMPD agrees to compensate the Contractor for the same according to the method determined at the time the additional services are ordered. The Contractor shall not proceed with said additional services until such time as the cost for the additional services and the method of payment are approved in writing by the TPMPD.

V. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement. By their execution of this Agreement, and in accordance with Ch. 51.08 RCW, the parties make the following representations:

- A. The Contractor has the ability to control and direct the performance and details of its work, the TPMPD being interested only in the results obtained under this Agreement.

- B. The Contractor maintains and pays for its own place of business from which Contractor's services under this Agreement will be performed.
- C. The Contractor has an established and independent business that is eligible for a business deduction for federal income tax purposes that existed before the TPMPD retained Contractor's services, or the Contractor is engaged in an independently established trade, occupation, profession, or business of the same nature as that involved under this Agreement.
- D. The Contractor is responsible for filing as they become due all necessary tax documents with appropriate federal and state agencies, including the Internal Revenue Service and the state Department of Revenue.
- E. The Contractor has registered its business and established an account with the state Department of Revenue and other state agencies as may be required by Contractor's business, and has obtained a Unified Business Identifier (UBI) number from the State of Washington.
- F. The Contractor maintains a set of books dedicated to the expenses and earnings of its business.

VI. TERMINATION. The TPMPD may terminate this Agreement, with or without cause, upon providing the Contractor seven (7) calendar days written notice at its address set forth on the signature block of this Agreement. The Contractor may terminate this Agreement, with or without cause, upon providing the TPMPD thirty (30) calendar days written notice at its address set forth on the signature block of this Agreement.

VII. DISCRIMINATION. The Contractor shall not discriminate against any employee, applicant for employment or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.

VIII. INDEMNIFICATION. Contractor shall defend, indemnify and hold the TPMPD, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Contractor's performance of this Agreement, except for that portion of the injuries and damages caused by the TPMPD's negligence. The TPMPD's inspection or acceptance of any of Contractor's work when completed shall not be grounds to avoid any of these covenants of indemnification. The provisions of this section shall survive the expiration or termination of this Agreement.

In the event Contractor refuses tender of defense in any suit or any claim, if that tender was made pursuant to this indemnification clause, and if that refusal is subsequently determined by a court having jurisdiction (or other agreed tribunal) to have been a wrongful refusal on the Contractor's part, then Contractor shall pay all the TPMPD's costs for defense, including all

reasonable expert witness fees and reasonable attorneys' fees, plus the TPMPD's legal costs and fees incurred because there was a wrongful refusal on the Contractor's part.

It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's limited waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Contractor further acknowledges that Contractor has mutually negotiated this waiver.

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X. CONFIDENTIALITY. In the performance of the Agreement, Contractor may have access to certain confidential information. Contractor agrees to protect confidential information of District against any unauthorized use or disclosure. Without limitation of the foregoing:

- A. Contractor will use such confidential information solely for the purposes of fulfilling the job requirements.
- B. Contractor will disclose such confidential information only to those employees, Consultants, agents and other representatives who have a need to know the same and who understand and acknowledge their obligation and willingness to preserve and hold such confidential information in strict confidence.

XI. CONTRACTOR'S WORK AND RISK. The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those services. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XII. OWNERSHIP AND USE OF INTELLECTUAL PROPERTY. Any records, reports, designs, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials prepared or produced by the Contractor in connection with the services provided hereunder shall be the property of the TPMPD whether the project for which they were created is executed or not. No confidential information obtained or created by Contractor shall be disclosed to any person or party other than the TPMPD without the TPMPD's prior written consent.

XIII. MISCELLANEOUS PROVISIONS.

A. Conflict of Interest. The Contractor represents to the TPMPD that it has no conflict of interest in performing any of the services described herein. In the event that the Contractor is asked to perform services for a project with which it may have a conflict, the Contractor shall immediately disclose such potential conflict to the TPMPD.

B. Non-Waiver of Breach. The failure of the TPMPD to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

C. Resolution of Disputes and Governing Law. 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 VII of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void.

F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the TPMPD and Contractor.

G. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the TPMPD, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. Should any language in any of the exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.

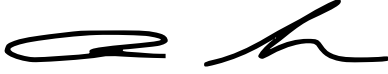
CONTRACTOR: By:  Brian Snure, President DATE: _____	TUKWILA POOL METROPOLITAN PARK DISTRICT: By: _____ Ellen Gengler, Board President DATE: _____
NOTICES TO BE SENT TO: Brian Snure Snure Law Office, PSC 612 S. 227 th St. Des Moines, WA 98198	NOTICES TO BE SENT TO: Executive Director Tukwila Pool Metropolitan Park District 4414 S. 144 th St. Tukwila WA 98168

EXHIBIT A
Scope of Services to be Provided by Contractor

The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

1. Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
2. Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;
3. Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
4. Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memo on District business; and
5. Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

Contractor Rates 2019

Attorney time will be billed at the hourly rate of \$240.00 per hour.

Paralegal time will be billed at the rate of \$105.00 per hour.

Meeting travel time shall not exceed .80 for meetings held within the boundaries of the District.

The District will not be billed for normal and customary expenses such as postage, photocopies, legal messenger service, computerized research charges or other nominal expenses. The District will be billed for extraordinary expenses such as filing fees, discovery costs and substantial postage or photocopying costs.

EXHIBIT B INSURANCE REQUIREMENT

The Contractor shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the TPMPD, of all such policies with an insurer acceptable to the TPMPD. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage).
- b. Automobile liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Automobile liability coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary
- c. Such workmen’s compensation and other similar insurance as may be required by law.
- d. Professional liability insurance is required if services delivered pursuant to this agreement, either directly or indirectly, involve or require providing professional services. Such coverage shall cover injury or loss resulting from Contractors’ rendering or failing to render professional services. Contractor shall maintain minimum limits no less than \$500,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall be at least two times the incident, loss or person limit. If professional liability insurance is written on a “claims made” basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this contract.
- e. Contractor agrees to disclose the existence and nature of any limiting endorsement that applies to any liability insurance policy purchased in accord with this contract.
- f. Contractor’s insurance coverage shall be primary insurance as respects the TPMPD and Contractor shall provide documentation of the primary nature of Contractor’s insurance. Any insurance maintained by the TPMPD shall be excess of the Contractor’s insurance and shall not contribute with it.

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

FROM: TPMPD Finance Committee: Vanessa Zaputil: Commissioner

DATE: 11/26/18

SUBJECT: **Employee Handbook Update-2019 Wage Scale**

ISSUE

Should the BOC Approved Wage Scale be updated for 2019?

FINANCIAL IMPACT

Reflected in proposed 2019 Budget.

BACKGROUND

The TPMPD Wage Scale is included in the TPMPD Employee Handbook as Appendix A-2, to ensure fair and equal payment of employees in a transparent manner.

When initiative 1433 was passed by Washington State voters, it required incremental annual increases in the state minimum wage occurring on each Jan. 1 from 2017 to 2020.

DISCUSSION

The BOC traditionally reviews changes or updates to the TPMPD Wage Scale published in the TPMPD Employee Handbook. This can occur at any point in the year, but often is typical concurrent with Budget presentations.

The proposed 2019 TPMPD Wage Scale reflects and maintains the current policy of rewarding employees with annual increases (consistent with guidelines and maximums set forth in the Employee Handbook) and complies with the state minimum wage requirements. The proposed wage increases are reflected in the proposed 2019 Budget

The Water Exercise Instructor wage was reviewed by the Finance Committee at their 11/26/18 meeting, and it was recommended that due to the additional training required for that position, it be increased to \$1/hour more than Swim Instructor wages.

RECOMMENDATIONS

It is recommended that the BOC

- a) Amend TPMPD Employee Handbook Appendix A-2 and approve the TPMPD 2019 updated Wage Scale.

ATTACHMENTS

TPMPD Wage Scale- Employee Handbook Update- Appendix A-2

TPMPD Wage & Salary Schedule 2019

(WA minimum wage = \$12.00 per hour)

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	\$12.50	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00
Head Guard	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00	\$19.00
Instructor	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$17.00
Instructor Training (Non-Lifeguard)	\$12.00					
Instructor Private Lesson	\$20.25	\$21.00	\$21.75	\$22.88	\$24.00	\$25.50
Water Exercise Instructor	\$14.50	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00
Front Desk	\$12.00	\$12.50	\$13.00	\$14.00		
Front Desk Lead	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00	
Bookkeeper	\$19.50	\$20.50	\$21.50	\$22.50		
Building Maintenance Worker I	\$20.00	\$21.00				
Building Maintenance Worker II	\$25.00	\$26.00				
Assistant Manager	\$19.00	\$19.50	\$20.00	\$21.00	\$22.00	\$23.00
District Administrator	\$25.00	\$26.00	\$27.00			
Director of Aquatic Operations (1 FTE)	\$55,000	\$57,080	\$59,160			
	-	-	-			
	\$65,000	\$67,080	\$69,160			

Draft Revised 12/10/18