



# TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

## AGENDA

President of the Board: **Christine Neuffer** Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, January 14, 2019, 6:00 p.m.**

Resolution Numbers:

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

2019-01

<b>01. CALL TO ORDER/MISSION &amp; VISION/PLEDGE OF ALLEGIANCE/ROLL CALL</b>		Page 2
<b>02. APPROVE AGENDA</b>		Page 1
<b>03. RECOGNITION OF EMPLOYEE OF THE MONTH</b>		Page 3
<b>04. CITIZEN COMMENTS</b> <i>(Limited to 4 minutes per person or group)</i>		Page 4
<b>05. CONSENT AGENDA</b>	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) December 10, 2018 Regular Meeting	Page 5
	b) Approve Vouchers	Page 7
<b>06. REPORTS</b>	a) Commissioners	Page 17
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	f) Programming Committee	Page 43
	g) Marketing & Outreach Committee	Page 43
<b>07. BUSINESS ITEMS:</b>	a) Authorized Signatures for Accounts Payable Voucher Approval: Resolution 2019-01	Page 44
	b) 2019 Retreat Discussion	Page 49
	c) Employee Handbook Update: Effective 01/01/2019	Page 50
<b>08. MISCELLANEOUS:</b>		
<b>09. EXECUTIVE SESSION:</b>	The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
<b>10. ADJOURNMENT</b>		



## 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  
GOES TO: LAUREN FAWCETT**





# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### **04. CITIZEN COMMENTS**

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



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

# MINUTES

*President of the Board:* **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 148<sup>th</sup> St., Tukwila, WA 98168**

2018-04

2018-05

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

Ellen Gengler called the meeting to order at 6:00pm, and then read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took Roll Call:

Present were Commissioner Vanessa Zaputil, Commissioner Ellen Gengler, Commissioner Jeri Frangello-Anderson, Commissioner Christine Neuffer, Commissioner Aaron Shipman, Director of Aquatics Operations Michelle Simpson, and District Administrator Kristine Selleck.

### 02. APPROVE AGENDA

**Vanessa Zaputil made a motion to approve the agenda, Jeri Frangello-Anderson seconded. Discussion:**

**Christine Neuffer made a motion to amend agenda item 7D (Business Item to appoint officers) to after voucher approval, Vanessa Zaputil seconded. Discussion: Christine has a schedule conflict and must leave early. Motion Passed 5:0 at 6:03pm.**

**Original motion to approve the agenda with the amendment was voted on. Motion Passed 5:0 at 6:04pm.**

### 03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for November 2018 – Eric Britt, Jr.

### 04. CITIZEN COMMENTS

None

### 05. CONSENT AGENDA

a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meetings:

**1) Vanessa Zaputil made a motion to approve the Draft Minutes from the October 8, 2018 Regular Meeting, Ellen Gengler seconded. Discussion: None. Motion Passed 5:0 at 6:11pm.**

**2) Aaron Shipman made a motion to approve the Draft Minutes from the November 12, 2018 Regular Meeting, Christine Neuffer seconded. Discussion: None. Motion Passed 5:0 at 6:12pm.**

**3) Vanessa Zaputil made a motion to approve the Draft Minutes from the December 1, 2018 Special Meeting, Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 6:14pm.**

b) Approve Vouchers:

**1) Vanessa Zaputil made a motion to approve the vouchers signed in November 2018, Aaron Shipman seconded. Discussion: None. Motion Passed 5:0 at 6:15pm.**

### 07. BUSINESS ITEM 7D (moved as per Amended Agenda)

d) Officer Selections began at 6:15pm.

**1) Vanessa Zaputil nominated Christine Neuffer as 2019 Board President. Christine Neuffer accepted the nomination, Ellen Gengler seconded. Selection Passed 5:0 at 6:18pm**

**2) Ellen Gengler nominated Jeri Frangello-Anderson as 2019 Board Clerk. Jeri Frangello-Anderson accepted the nomination, Vanessa Zaputil seconded. Selection Passed 5:0 at 6:21pm.**

## 06. REPORTS

- a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities starting at 6:22pm.
- b) State of the District, Board President: Ellen Gengler read her State of the District at 6:25pm.
- c) Director of Aquatics Operations: Michelle Simpson read her Operations report and included information regarding the Safe Place Program at 6:31pm.

Christine Neuffer was excused from the meeting at 7:02pm.

- d) District Administrator: Kristine Selleck read her report at 7:03pm.
- e) Financial: Vanessa Zaputil gave report of Finance Committee Activity at 7:06pm.
- f) Tukwila Pool Advisory Committee (TPAC): Aaron Shipman gave the TPAC Report- TPAC 2019 Officers are Sharon Shipman, Chair; Diane Myers, Vice Chair; and Ivan Cockrum, Secretary. Future TPAC Meetings must be noticed.
- g) Programming and Marketing and Outreach Reports (missing from Agenda): Programming and Marketing and Outreach report was given by Michelle Simpson, Ellen Gengler, Jeri Frangello-Anderson, Aaron Shipman, and Vanessa Zaputil at 7:18pm.

## 07. BUSINESS ITEMS:

- a) Public Hearing re: 2019 Budget: Ellen Gengler opened the Public Hearing at 7:22pm. Discussion: None. Ellen Gengler closed the Public Hearing at 7:22pm.
- b) 2019 Budget: Resolution 2018-04: Vanessa Zaputil presented the preliminary 2019 budget to the Board. Line 258 needs to have notes amended to say 2018 Security Cameras. **Jeri Frangello-Anderson made a motion to approve Resolution 2018-04 for the 2019 budget, Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 7:38pm. Jeri Frangello-Anderson made a motion to approve the 2019 Lifecycle Replacement Schedule version 11/26/2018. Vanessa Zaputil seconded. Discussion: None. Motion Passed 4:0 at 7:39pm.**
- c) TPAC Appointments began at 7:40pm. Vanessa Zaputil made a motion to approve Ivan Cockrum to Position #3 and Sharon Shipman to Position #4 (Two-Year terms expiring 12/31/2020). Discussion: Both are exemplary volunteers who will continue to be assets to our community. Motion Passed 4:0 at 7:42pm.
- d) Officer Selections (moved as per Amended Agenda)
- e) 2019 Meeting Date Schedule: Resolution 2018-05 began at 7:43pm. **Vanessa Zaputil made a motion to approve Resolution 2018-05 setting the meeting schedule for 2019. Discussion: None. Motion Passed 4:0 at 7:47pm.**
- f) Contract Renewals: **Jeri Frangello-Anderson made a motion to approve the GDM Financial Solutions and Snure Law Office Professional Services contracts for 2019, Vanessa Zaputil seconded. Discussion: None. Motion Passed 4:0 at 7:53pm.**
- g) TPMPD Wage Scale Update: **Jeri Frangello-Anderson made a motion to approve the Tukwila Pool Metropolitan Park District 2019 updated draft revised Wage and Salary Schedule 2019 and Appendix A-2 in the Employee Handbook, Ellen Gengler seconded. Motion Passed 4:0 at 8:05pm.**

08. MISCELLANEOUS: none

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

10. ADJOURNMENT: **Vanessa Zaputil made a motion to adjourn the meeting, Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 4:0 at 8:07pm.**

ATTEST:

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Jeri Frangello-Anderson, Clerk of the Board

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Date:



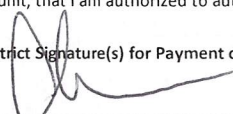



# Special District Voucher Approval Document

Scheduled Payment Date: 12/04/2018  
Total Amount: \$5,768.41  
Control Total: 8  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20181128171231.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		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).			
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :</b>			
	<u>11/28/18</u>		<u>11/28/18</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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Date Processed:	_____



# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20181128171231.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9957530525	11/10/2018	\$138.90	RENTAL PERIOD: OCTOBER 2018 CARBON DIOXIDE CYLINDER RENTAL
ALARM CENTER, INC.			1147022	11/20/2018	\$90.00	SERVICE DATES: 12/01/2018 - 12/31/2018 FIRE AND SECURITY MONITORING FEES
AMERICAN RED CROSS			22149039	11/21/2018	\$248.50	SERVICE DATE: 12/16/2018 - INSTRUCTOR STAFF WATER SAFETY INSTRUCTOR COURSE
MCKINSTRY CO LLC			10060842	11/16/2018	\$135.83	SERVICE DATE: 08/14/2018 MATERIALS FOR REPAIR OF LEAKING SEAL ON CIRCULATION PUMP - PWR SMALL WORKS COMBO FORM
ORCA PACIFIC, INC.			36764	11/21/2018	\$85.14	SHIP DATE: 11/21/2018 POOL CHEMICALS
PUGET SOUND ENERGY			20181121	11/21/2018	\$2,991.05	SERVICE DATES: 10/22/2018 - 11/20/2018 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20181116	11/16/2018	\$1,186.50	SERVICE DATES: 10/17/2018 - 11/14/2018 UTILITIES ELECTRIC
WINNING SEASONS			T2018257	11/06/2018	\$892.49	SHIP DATE: NOVEMBER 2018 STAFF SHIRTS





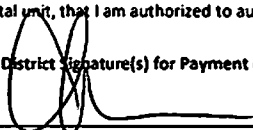
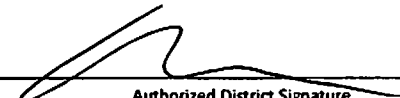
# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/11/2018  
Total Amount: \$14,092.39  
Control Total: 3  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20181205202312.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)	
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Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :			
	<u>12/6/18</u>		<u>12/6/18</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20181205202312.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00115	11/27/2018	\$10,121.48	BILLING DATE: DECEMBER / 2018 CITY BRIDGE LOAN PAYMENT
COMCAST BUSINESS			20181128	11/28/2018	\$138.55	SERVICE DATES: 11/08/2018 - 12/07/2018 BUSINESS CABLE AND INTERNET
ENGINEERED PRODUCTS, A PAPE CO			109913	11/29/2018	\$3,832.36	SERVICE DATE: 11/28/2018 LOCKER DOORS REPLACEMENT - PWR INTENT 939461 AFFIDAVIT 826517



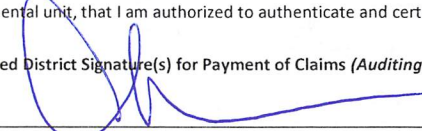

# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/18/2018  
Total Amount: \$22,227.11  
Control Total: 13  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20181210125314.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
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Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
	<u>12/10/18</u>	
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
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## Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20181210125314.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AMERICAN RED CROSS			22150432	11/28/2018	\$225.00	SERVICE DATES: 11/12/2018 - 11/19/2018 - OXYGEN AND CPR/AED COURSES
CASCADE COMPUTER MAINTENANCE, INC.			1078975	10/24/2018	\$40.70	SERVICE DATE: 10/19/2018 RE-MAPPING NETWORK DRIVES
CASCADE COMPUTER MAINTENANCE, INC.			1078982	10/24/2018	\$247.39	SERVICE DATE: 10/24/2018 PRINTING TROUBLESHOOT, ASSISTANT MANAGER LAPTOP REPAIR AND SET-UP
CASCADE COMPUTER MAINTENANCE, INC.			1079496	11/29/2018	\$157.05	SERVICE DATE: 11/29/2018 RE-WIRING NETWORK AFTER EQUIPMENT WAS MOVED DURING SCHEDULED MAINTENANCE POOL CLOSURE
CIVIC PLUS			180413	11/30/2018	\$158.96	SERVICE DATES: 11/01/2018 - 11/30/2018 REVENUE PROCESSING SOFTWARE
CONSOLIDATED PRESS PRINTING COMPANY			22550 Pool	11/26/2018	\$1,208.88	SHIP DATE: 11/26/2018 POOL INSERT (QTY: 13950)
ORCA PACIFIC, INC.			36852	11/29/2018	\$310.20	SHIP DATE: 11/26/2018 POOL CHEMICALS
ORCA PACIFIC, INC.			36887	12/03/2018	\$298.49	SHIP DATE: 11/30/2018 POOL CHEMICALS
ORKIN PEST CONTROL			176831861 176831531	12/05/2018	\$166.26	SERVICE DATE: 11/14/2018 - QUARTERLY (OUTDOOR SERVICE) - 11/28/2018 - EOM (INDOOR SERVICE)
RICOH USA, INC.			101436041	12/05/2018	\$348.91	BILLING PERIOD: 11/30/2018 - 12/29/2018 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
SNURE LAW OFFICE, PSC			20181201	12/01/2018	\$120.00	SERVICE DATE(S): 11/06/2018 RE: POLICY REVIEW
VALLEY VIEW SEWER DISTRICT			20181201	12/01/2018	\$58.85	SERVICE DATES: 11/01/2018 - 11/30/2018 UTILITIES SEWER
W.M. SMITH & ASSOCIATES			24275	11/28/2018	\$18,886.42	SERVICE DATE: 11/28/2018 POOL SURFACE CLEANING AND REPAIRS PWR INTENT 938940 AFFIDAVIT 827175



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/21/2018  
Total Amount: \$9,549.10  
Control Total: 1  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20181217172106.csv  
Fund #: 175913010

### CONTACT INFORMATION

Preparer's Name: Kristine Selleck

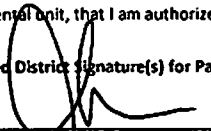
Email Address: accounting@tukwilapool.org


### 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)):

	<u>12/17/18</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

	<u>12/17/2018</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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# Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20181217172106.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
FROULA ALARM SYSTEMS, INC.			186460	12/10/2018	\$9,549.10	CIP 2018: SECURITY CAMERAS PWR INTENT ID: 946004



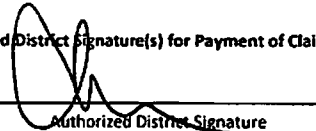
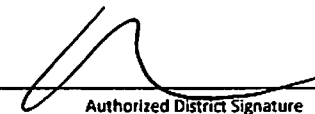


# Special District Voucher Approval Document

Scheduled Payment Date: 12/21/2018  
Total Amount: \$6,944.42  
Control Total: 5  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20181217174106.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
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Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
 Authorized District Signature	<u>12/17/18</u> Date	 Authorized District Signature
		<u>12/17/2018</u> Date
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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King County

# Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20181217174106.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE COMPUTER MAINTENANCE, INC.			1079613	12/07/2018	\$55.00	SERVICE DATE: 12/04/2018 FIREWALL SUPPORT FOR NEW SECURITY CAMERA SYSTEM
GDM PRIVATE FINANCIAL SOLUTIONS			60707	11/30/2018	\$234.00	CPA SERVICES: 11/28/2018 - RE: US BANK ACCESS AND EMAILS
NORTHWEST R&C PAINTING COMPANY			1862	11/06/2018	\$4,511.79	SERVICE DATE: 11/21/2018 9 DOORS PAINTING INTENT 944970, AFFIDAVIT 826063
ORCA PACIFIC, INC.			1183120518	12/05/2018	\$345.13	SERVICE DATE: 12/05/2018 CIRCULATION PUMP PRIME REPAIR PWR SMALL WORKS COMBO FORM
W.M. SMITH & ASSOCIATES			24245	11/16/2018	\$1,798.50	SERVICE DATE: 11/16/2018 BULKHEAD PAINTING PWR SMALL WORKS COMBO FORM



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

a) Commissioners verbally present their reports.



## Tukwila Pool Metropolitan Park District Operations Report for December 2018

January 14, 2019

### **Program Report:**

- Registration for swim lessons for December started in November.
- Pass sales are down this month because everyone last year new there was a rate increase coming and they bought their passes before Jan1.

### **Maintenance report:**

- We are still troubleshooting the fire trouble signals we are getting on occasion.
- We will need to recover the filters grids soon, that should happen within a few weeks.

### **Staff**

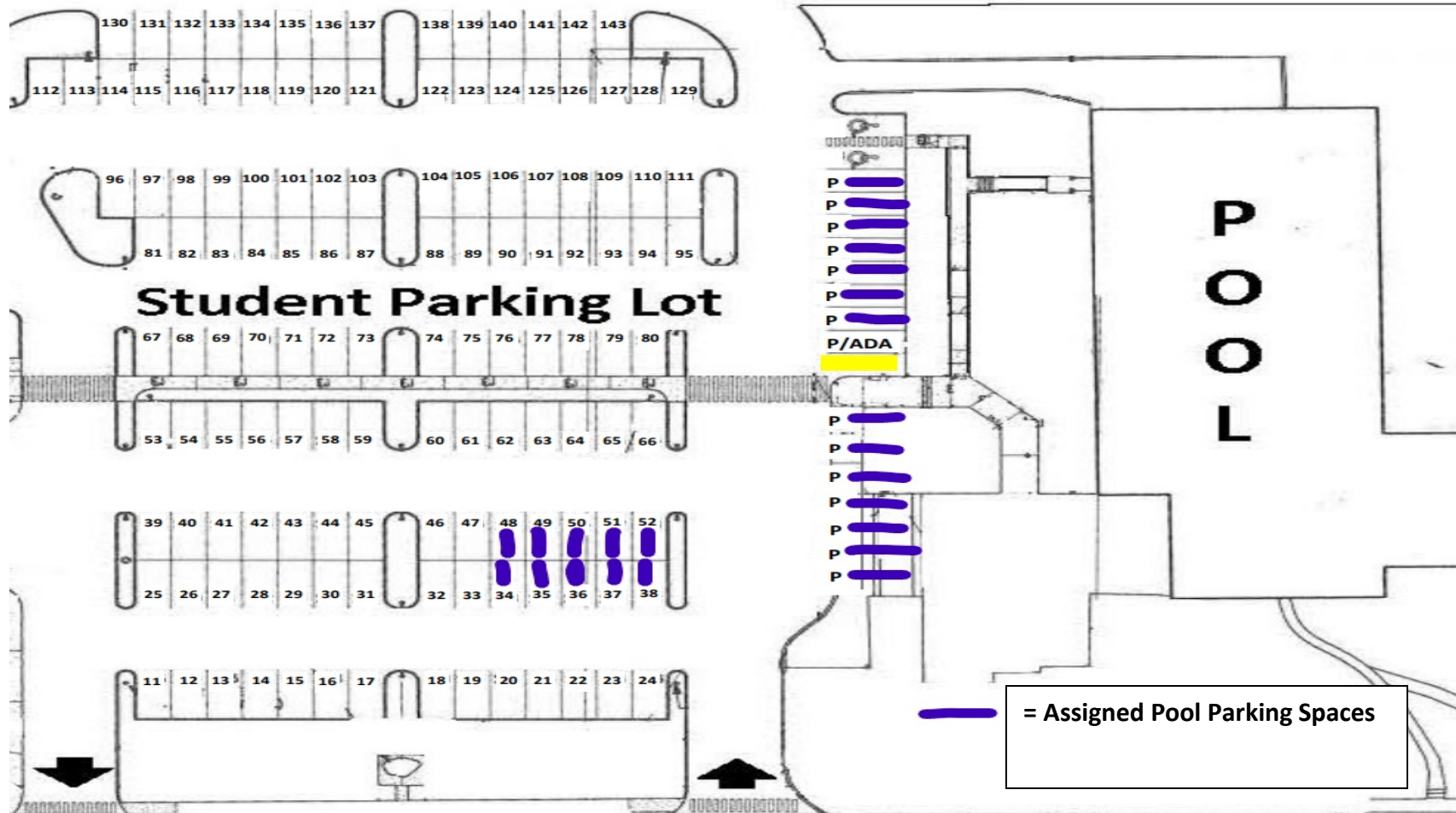
- Austin is going to the King County grant info session in Kent Wednesday Jan 9<sup>th</sup>.
- WSI for new staff will be completed Sunday Jan 13<sup>th</sup>.

Parking update:

I asked for 10 more parking spaces and they gave them to me! Please see attached document detailing the spaces we are allowed.

# Tukwila Pool Parking Jan7-TBA

Monday-Friday 7:30-2:30 (School Hours)



**Foster High School will issue tickets if parked in non-pool parking spaces.**



Revenue Report for January 2019 TPMPD Board Meeting  
November 2018 & December 2018 Monthly Comparison

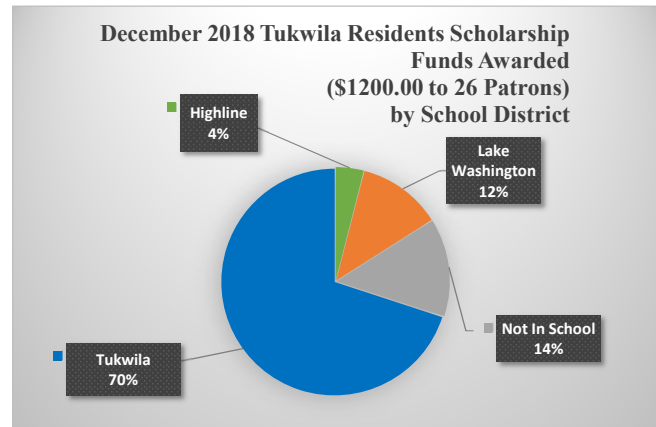
Category	November 2017	November 2018	December 2017	December 2018
341.70.10 Merchandise Sales (Taxable)	\$ 185.87	\$ 171.31	\$ 151.25	\$ 178.75
341.70.20 Merchandise Sales (Non-Taxable)	\$ 158.00	\$ 95.75	\$ 157.75	\$ 175.55
347.30.10 Pass Sales	\$ 1,952.69	\$ 1,652.44	\$ 3,201.07	\$ 2,910.12
347.30.20 General Admission	\$ 2,103.41	\$ 1,132.91	\$ 2,088.81	\$ 1,862.64
347.30.30 Special Events	\$ 163.59	\$ 138.84	\$ 117.27	\$ 41.36
347.60.10 Swim Classes/Instruction	\$ 4,600.31	\$ 3,843.00	\$ 562.50	\$ 304.00
347.60.20 Exercise Classes	\$ 10.00	\$ 40.00	\$ 73.00	\$ 259.00
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ -	\$ 340.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ 70.00
347.90.10 Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ -
362.40.10 Facility Rental (short-term)	\$ 506.42	\$ 112.73	\$ 424.56	\$ 54.55
362.40.20 Equipment (Locker) Rental	\$ -	\$ 105.45	\$ -	\$ -
362.40.30 Facility Rental (long-term)	\$ 3,862.00	\$ 6,572.50	\$ 7,830.00	\$ 7,830.00
367.10.10 Cash Donations	\$ 65.00	\$ 3.00	\$ 222.00	\$ 100.30
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ (3.66)	\$ (3.25)	\$ 9.75	\$ (0.75)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 313.53	\$ 279.50	\$ 1,162.50	\$ 1,200.00
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
<b>Total Pool Operations Revenue</b>	<b>\$ 13,917.16</b>	<b>\$ 14,159.18</b>	<b>\$ 16,000.46</b>	<b>\$ 15,325.52</b>
313.11.00 Sales Tax Collected	\$ 490.58	\$ 331.82	\$ 586.86	\$ 505.58
<b>Total:</b>	<b>\$ 14,407.74</b>	<b>\$ 14,491.00</b>	<b>\$ 16,587.32</b>	<b>\$ 15,831.10</b>

Revenue Report for January 2019 TPMPD Board Meeting  
November 2018 & December 2018 Monthly Comparison

Scholarship Funds Applied	November 2017	November 2018	December 2017	December 2018
Pre-School Classes	\$ -	\$ 39.00	\$ 24.75	\$ -
Minnow Swim Classes (Ages 5 & under)	\$ 72.88	\$ 508.00	\$ 272.25	\$ 240.00
Sharks Swim Classes (Ages 6+)	\$ 145.76	\$ 1,359.00	\$ 515.00	\$ 528.00
Super Strokes Swim Classes	\$ 94.89	\$ 160.50	\$ 148.50	\$ 96.00
Pre-Comp Swim Classes	\$ -	\$ 54.00	\$ -	\$ 216.00
Private Lessons	\$ -	\$ 90.00	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 72.00	\$ 77.00	\$ 120.00
Lifeguard Classes	\$ -	\$ -	\$ 125.00	\$ -
<b>Total:</b>	<b>\$ 313.53</b>	<b>\$ 2,282.50</b>	<b>\$ 1,162.50</b>	<b>\$ 1,200.00</b>

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ -	\$ 340.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ 70.00
347.60.10 Swim Classes/Instruction	\$ 4,600.31	\$ 3,843.00	\$ 562.50	\$ 304.00
<b>Total Revenue from Swim Instruction Programs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>(Monetary Plus Scholarship Revenue):</b>	<b>\$ 4,913.84</b>	<b>\$ 6,125.50</b>	<b>\$ 1,725.00</b>	<b>\$ 1,914.00</b>

December 2018 Scholarship Statistics







Tukwila Pool Metropolitan Park District  
CivicPlus GL Summary  
December 2018

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 89.69	\$ -	\$ 89.06	\$ 178.75
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 103.85	\$ -	\$ 71.70	\$ 175.55
Revenue	347.30.10: Pass Sales	\$ 254.53	\$ 110.23	\$ 2,545.36	\$ 2,910.12
Revenue	347.30.20: General Admission	\$ 1,197.48	\$ -	\$ 665.16	\$ 1,862.64
Revenue	347.30.30: Special Events	\$ 26.59	\$ -	\$ 14.77	\$ 41.36
Revenue	347.60.10: Swim Classes and Instruction	\$ 112.00	\$ -	\$ 192.00	\$ 304.00
Revenue	347.60.20: Exercise Classes	\$ 41.50	\$ 5.00	\$ 212.50	\$ 259.00
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ 340.00	\$ 340.00
Revenue	347.90.00: Other Fees-Pass through Red Cross	\$ -	\$ -	\$ 70.00	\$ 70.00
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ -	\$ -	\$ -
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ 54.55	\$ 54.55
Revenue	362.40.20: Equipment Rentals (Lockers)	\$ -	\$ -	\$ -	\$ -
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ -	\$ 7,510.00	\$ 320.00	\$ 7,830.00
Revenue	367.10.10: Cash Donations	\$ 0.30	\$ 100.00	\$ -	\$ 100.30
Liability	313.11.00: Sales Tax Collected	\$ 157.46	\$ 11.02	\$ 337.10	\$ 505.58
Totals for GL Codes		\$ 1,983.40	\$ 7,736.25	\$ 4,912.20	\$ 14,631.85
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ 1,200.00
Deposit Over/Short					\$ (0.75)
Total:					\$ 15,831.10



**Run On** 01/01/2019 04:49 PM  
**Run By** TPMPD District Administrator  
**From** 12/01/2018 12:00 AM  
**To** 12/31/2018 11:59 PM

**Check-In Summary by Membership**

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018-1 Month Adult	23
2. 1 Month Memberships 2018-1 Month Family (2 Adults & Children)	6
3. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	163
4. 10 Visit Memberships 10x Adult	15
5. 10 Visit Memberships 10x Youth/Veteran/Senior	15
6. 10 Visit Memberships 2018 10x Adult	47
7. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	206
8. 3 Month Memberships 2018 3 Month Adult	23
9. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	73
10. Annual Memberships 1 Year Adult	18
11. Annual Memberships 1 Year Youth/Vet/Senior	96
12. Annual Memberships 2018-1 Year Adult	11
13. Annual Memberships 2018-1 Year Youth/Vet/Senior	67
14. Annual Memberships Employee Family Pass	3
15. Annual Memberships Youth/Senior Non-Resident	10
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	15
	791
<b>Totals for Check-In Summary by Membership</b>	791



**Run On** 01/01/2019 04:50 PM  
**Run By** TPMPD District Administrator  
**From** 12/01/2018 12:00 AM  
**To** 12/31/2018 11:59 PM

**POS Summary Report**

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	46	\$209.18
2. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	70	\$318.43
3. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	8	\$36.37
4. POS Item: 2018 Adult (18-54) Resident Family Swim	21	\$85.93
5. POS Item: 2018 Adult (18-54) Resident Lap Swim	34	\$139.09
6. POS Item: 2018 Adult (18-54) Resident Open Swim	7	\$28.64
7. POS Item: 2018 Adult Exercise Class (18-54) NON-Residen	1	\$6.50
8. POS Item: 2018 Late Night (Friday) Resident	20	\$45.47
9. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	21	\$61.96
10. POS Item: 2018 Senior (55+) NON-Resident Open Swim	3	\$8.85
11. POS Item: 2018 Senior (55+) Resident Family Swim	3	\$8.87
12. POS Item: 2018 Senior (55+) Resident Lap Swim	137	\$404.23
13. POS Item: 2018 Senior (55+) Resident Open Swim	4	\$11.80
14. POS Item: 2018 Senior Exercise (55+) NON-Resident	4	\$20.00
15. POS Item: 2018 Senior Exercise (55+) Resident	6	\$30.00
16. POS Item: 2018 Shower (ID REQUIRED)	1	\$1.82
17. POS Item: 2018 Special Events Resident	14	\$41.36
18. POS Item: 2018 Veteran NON-Resident Lap Swim	1	\$2.95
19. POS Item: 2018 Veteran Resident Lap Swim	3	\$8.85
20. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	19	\$56.09
21. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	11	\$32.47
22. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	10	\$29.53
23. POS Item: 2018 Youth (3-17) Resident Family Swim	33	\$97.46
24. POS Item: 2018 Youth (3-17) Resident Lap Swim	72	\$212.62
25. POS Item: 2018 Youth (3-17) Resident Open Swim	21	\$62.03
26. POS Item: Clif Bar	14	\$21.00
27. POS Item: Clif Bar - staff	18	\$19.80
28. POS Item: Corn Nuts	25	\$37.50
29. POS Item: Corn Nuts - staff	3	\$2.25
30. POS Item: Donation	2	\$0.30
31. POS Item: Gatorade	33	\$44.92
32. POS Item: Gatorade - staff	18	\$12.25
33. POS Item: Gold Fish	36	\$27.00
34. POS Item: Gold Fish - Staff	3	\$1.36
35. POS Item: Lock4sale	4	\$25.44
36. POS Item: Meat Stick	7	\$10.50
37. POS Item: Meat Stick - staff	18	\$13.50
38. POS Item: Nuts	21	\$15.75
39. POS Item: Nuts - staff	7	\$3.50
40. POS Item: Peanut Butter Crackers	21	\$10.50
41. POS Item: Peanut Butter Crackers - Staff	21	\$4.81
42. POS Item: Scholarship 100	1	\$100.00
43. POS Item: Swim cap, silicone	1	\$9.09
44. POS Item: Swim Diaper	1	\$1.82
45. POS Item: Swim Goggles	4	\$25.44
46. POS Item: Trail Mix	6	\$9.00
47. POS Item: Trail Mix - staff	7	\$5.25
48. POS Item: TV Advertising (Monthly)	1	\$0.00
49. POS Item: Vitamin Water	5	\$9.10
50. POS Item: Vitamin Water - staff	13	\$11.83
51. POS Item: Water	15	\$13.65
52. POS Item: Water - staff	42	\$19.04
<b>Totals for POS Summary Report</b>	<b>917</b>	<b>\$2,415.10</b>
	917	\$2,415.10



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: January 14, 2019

SUBJECT: **District Administrator's Report**

---

1. The past month of District Administrator accomplishments include:
  - a. Hiring a new Bookkeeper, Amy O'Neill, and beginning her training while continuing to complete Bookkeeper duties.
  - b. Assisting the Director of Aquatics Operations in updating payroll with the new wage scale increases for all applicable employees.
  - c. Updating payroll forms to streamline the hiring and updating employees process.
  - d. Requesting our CPA to complete the 2018 1099 and 1096 reports and giving his office the information required to complete the task.
  - e. Attending a WCIA Delegate Orientation meeting with Carlene Brown.
  - f. Developing a system for tracking resale inventory to document overages and shortages for Operations staff to use – system is not complete yet.
  - g. Continuing my work with organizing our Records Room and Administrative Office.
  
2. We have received the 2019 Jurisdiction Survey from King County Elections. Please review for accuracy before I submit.

### **ATTACHMENTS**

2019 Jurisdiction Survey from King County Elections

# 2019 Jurisdiction Survey

<b>jurisdiction</b>	<u>Tukwila Pool Metropolitan Park District</u>
---------------------	--

<b>contact information</b>	<u>Kristine Selleck</u>	<u>District Administrator</u>
	<small>jurisdiction contact person</small>	<small>title</small>
	<u>4414 S 144th St.</u>	<u>Tukwila, WA 98168</u>
	<small>mailing address</small>	<small>city / zip</small>
	<u>(206) 267-2350</u>	<u>district@tukwilapool.org</u>
	<small>phone number</small>	<small>email</small>

<b>finance contact information</b>	<u>Amy O'Neill</u>	<u>Bookkeeper</u>
	<small>finance contact person</small>	<small>title</small>
	<u>4414 S 144th St.</u>	<u>Tukwila, WA 98168</u>
	<small>mailing address</small>	<small>city / zip</small>
	<u>(206) 267-2350</u>	<u>accounting@tukwilapool.org</u>
	<small>phone number</small>	<small>email</small>

<b>office holders</b>	<b>Name</b>	<b>Position</b>	<b>Next election</b>	<b>Annual salary</b>
	<u>Vanessa Zaputil</u>	<u>Commissioner Position No. 1</u>	<u>11/2/2021</u>	<u>\$ 0.00</u>
	<u>Ellen C. Gengler</u>	<u>Commissioner Position No. 2</u>	<u>11/2/2021</u>	<u>\$ 0.00</u>
	<u>Christine Neuffer</u>	<u>Commissioner Position No. 3</u>	<u>11/5/2019</u>	<u>\$ 0.00</u>
	<u>Jeri Frangello-Anderson</u>	<u>Commissioner Position No. 4</u>	<u>11/5/2019</u>	<u>\$ 0.00</u>
	<u>Aaron Shipman</u>	<u>Commissioner Position No. 5</u>	<u>11/7/2023</u>	<u>\$ 0.00</u>

<b>for office use only</b>	<input type="checkbox"/> DIMS input	<input type="checkbox"/> proofed
	<u>staff</u>	<u>staff</u>
		<u>staff</u>



# Tukwila Pool Metropolitan Park District

## BALANCE SHEET

As of November 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	21,264.81
111.11 US Bank Deposit Acct - 8744	257,199.51
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	304,976.58
115.21 KC Fund 175910010 General	<b>320,343.98</b>
<b>Total Bank Accounts</b>	<b>\$903,784.88</b>
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	568.75
<b>Total Other Current Assets</b>	<b>\$968.75</b>
<b>Total Current Assets</b>	<b>\$904,753.63</b>
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
<b>Total Fixed Assets</b>	<b>\$2,063,021.99</b>
<b>TOTAL ASSETS</b>	<b>\$2,967,775.62</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	1,361.14
<b>Total Credit Cards</b>	<b>\$1,361.14</b>
Other Current Liabilities	
231.00 Payroll Liabilities	3,126.94
<b>Total Other Current Liabilities</b>	<b>\$3,126.94</b>
<b>Total Current Liabilities</b>	<b>\$4,488.08</b>
Long-Term Liabilities	
217.10 Bond Payable	414,353.27
227.00 Bridge Loan Payable	522,270.44
<b>Total Long-Term Liabilities</b>	<b>\$936,623.71</b>
<b>Total Liabilities</b>	<b>\$941,111.79</b>
Equity	<b>\$2,026,663.83</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,967,775.62</b>





Tukwila Pool Metropolitan Park District  
Budget Report  
01/14/2019 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
2	<b>Unrestricted Opening Balance</b>	<b>308.80.00</b>		<b>198,375.00</b>	<b>198,389.00</b>	<b>238,546.00</b>	<b>271,557.67</b>	<b>288,491.29</b>	<b>343,876.36</b>		<b>380,436.35</b>
3	<b>Revenues</b>										
4	<b>General Property Tax</b>										
5	Real and Personal Property Tax	311.10.00	Property tax due dates: Apr 30 and Oct 31	790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	956,544.57	104.13%	1,008,584.00
6	<b>Total 311 General Property Tax</b>			<b>790,492.00</b>	<b>795,676.52</b>	<b>862,277.00</b>	<b>894,556.71</b>	<b>918,571.00</b>	<b>956,544.57</b>		<b>1,008,584.00</b>
7	<b>Local Retail Sales &amp; Use Taxes</b>										
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	6,893.37	91.24%	7,450.00
9	<b>Total 313 Local Retail Tax</b>			<b>5,738.00</b>	<b>6,108.63</b>	<b>5,453.00</b>	<b>7,389.04</b>	<b>7,555.00</b>	<b>6,893.37</b>		<b>7,450.00</b>
10	<b>Merchandise</b>										
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	3,904.20	130.14%	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	2,642.75	132.14%	3,500.00
13	<b>Total 341 Merchandise</b>			<b>2,400.00</b>	<b>3,723.20</b>	<b>4,900.00</b>	<b>5,651.16</b>	<b>5,000.00</b>	<b>6,546.95</b>		<b>7,500.00</b>
14	<b>Cultural and Recreation</b>										
15	Activity Fees (General Passes) Taxable	347.30.10		20,400.00	23,641.12	22,500.00	21,524.26	24,200.00	25,329.12	104.67%	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	33,075.74	85.91%	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	2,045.11	92.96%	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	88,058.60	146.76%	85,000.00
19	Program Fees (Exercise Classes) Non-taxable	347.60.20		1,500.00	330.89	800.00	415.00	300.00	2,863.25	954.42%	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%	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%	350.00
22	Other Fees (Advertising/Sponsorship) Non-taxable	347.90.10	TV, Brochure, Banners						1,205.00		300.00
23	<b>Total 347 Cultural and Recreation</b>			<b>136,100.00</b>	<b>116,560.61</b>	<b>146,200.00</b>	<b>127,599.08</b>	<b>126,800.00</b>	<b>154,116.82</b>		<b>159,800.00</b>
24	<b>Interest</b>										
25	Interest Earnings	361.10.00		850.00	2,564.03	2,500.00	5,227.85	4,500.00	9,246.76	205.48%	7,800.00
26	<b>Total 361 Interest</b>			<b>850.00</b>	<b>2,564.03</b>	<b>2,500.00</b>	<b>5,227.85</b>	<b>4,500.00</b>	<b>9,246.76</b>		<b>7,800.00</b>
27	<b>Rents, Leases and Concessions</b>										
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	4,241.14	59.32%	6,500.00
29	Equipment and Locker Rentals - Taxable	362.40.20		1,000.00	328.76	1,200.00	985.96	500.00	407.26	81.45%	-
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	77,341.00	92.13%	89,000.00
31	<b>Total 362 Rents, Leases and Concessions</b>			<b>46,600.00</b>	<b>59,564.68</b>	<b>54,200.00</b>	<b>105,261.62</b>	<b>91,600.00</b>	<b>81,989.40</b>		<b>95,500.00</b>
32	<b>Contributions from Private Sources</b>										
33	Cash Donations Non-taxable	367.10.10		250.00	190.00	250.00	755.00	200.00	78.80	39.40%	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%	-
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	<b>Total 367 Contributions</b>			<b>250.00</b>	<b>190.00</b>	<b>250.00</b>	<b>755.00</b>	<b>20,200.00</b>	<b>20,078.80</b>		<b>250.00</b>
39	<b>Miscellaneous Revenue</b>										
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	6,709.00	67.09%	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		11.90		
48	<b>Total 369 Miscellaneous Revenue</b>			<b>10,000.00</b>	<b>10,045.53</b>	<b>10,360.00</b>	<b>7,334.07</b>	<b>10,000.00</b>	<b>6,720.90</b>		<b>10,000.00</b>
49	<b>Sales of Capital Assets</b>										
50	Sales of Capital Assets	395.10.00					272.73		13.64		
51	<b>Total 395 Sale of Capital Assets</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>272.73</b>		<b>13.64</b>		<b>-</b>
52	<b>Nonrevenue Transfers In</b>										
53	Transfers In from Capital Improvement Fund	397.00.10		50,000.00			-				
54	<b>Total 397 Transfers-In</b>			<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>				
55	<b>Total Revenue</b>			<b>1,042,430.00</b>	<b>994,433.20</b>	<b>1,086,140.00</b>	<b>1,154,047.26</b>	<b>1,184,226.00</b>	<b>1,242,151.21</b>		<b>1,296,884.00</b>



Tukwila Pool Metropolitan Park District  
Budget Report  
01/14/2019 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
56	<b>Expenditures</b>										
57	<b>Board Expenditures</b>										
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	3,616.00	70.49%	9,600.00
59	<b>BOC Supplies</b>										
60	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	71.30%	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%	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%	250.00
63	<b>BOC Services</b>										
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	1,565.00	260.83%	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	<b>BOC Development</b>										
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	<b>BOC Intergovernmental Costs</b>										
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	<b>Total 576.20.100 Board Expenditures</b>			<b>19,350.00</b>	<b>15,429.71</b>	<b>13,830.00</b>	<b>8,667.35</b>	<b>14,880.00</b>	<b>14,622.43</b>		<b>13,750.00</b>
76	<b>Executive Expenditures</b>										
77	<b>Executive Salaries &amp; Wages</b>										
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	31,892.62	84.51%	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	4,338.68	76.64%	4,965.00
80	<b>Executive Personnel Benefits</b>										
81	<b>Non-Taxable Benefits</b>										
82	FICA	576.20.200.20.11		3,646.00		4,087.00	-				
83	Unemployment	576.20.200.20.12	Included in Pool Personnel Benefits	912.00		2,420.00	-				
84	L & I	576.20.200.20.13		456.00		122.00	-				
85	<b>Executive Development</b>										
86	Travel/Transportation	576.20.200.40.11	For development purposes only	200.00		70.00	43.25	150.00	42.12	28.08%	150.00
87	Tuition/Registration Fees	576.20.200.40.12		500.00		500.00	380.00	500.00	-	0.00%	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%	200.00
89	<b>Total 576.20.200 Executive Expenditures</b>			<b>58,114.00</b>	<b>50,494.09</b>	<b>60,823.00</b>	<b>42,586.67</b>	<b>44,251.00</b>	<b>36,284.76</b>		<b>38,915.00</b>



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	A	B	C	E	F	G	H	I	J	K	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
90	<b>Shared Expenditures</b>										
91	<b>Shared Salary &amp; Wages</b>										
92	Wages Bookkeeper	576.20.300.10.10		12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	18,067.23	144.54%	21,840.00
93	Other Taxable Compensation (Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	1,007.30		3,276.00
94	<b>Non-Taxable Benefits</b>										
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	<b>Shared Supplies/Equipment</b>										
99	<b>Office/Computer Supplies/Equipment (consumable)</b>										
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	1,147.92	76.53%	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%	1,000.00
102	<b>Office/Computer Supplies/Equipment (non-consumable)</b>										
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	5,239.84	523.98%	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	4,617.05	184.68%	1,000.00
105	<b>Shared Services</b>										
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%	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	2,326.00	29.08%	6,000.00
108	<b>Communication Services</b>										
109	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		150.00		
110	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	224.48	112.24%	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%	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	4,537.32	60.50%	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	1,209.68	75.61%	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	4,777.95	86.87%	5,500.00
116	Bank Charges	576.20.300.40.40		1,800.00	801.26	2,300.00	343.60	800.00	(772.96)	-96.62%	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	4,602.90	76.72%	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%	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	<b>Risk Management Services</b>										
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	2,293.83	91.75%	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%	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%	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%	1,250.00
125	<b>Financial Services</b>										
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%	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%	500.00
129	<b>Shared Intergovernmental Services</b>										
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%	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		8,000.00
136	<b>Total 576.20.300 Shared Expenditures</b>			<b>92,230.00</b>	<b>65,544.76</b>	<b>91,757.00</b>	<b>72,633.97</b>	<b>82,100.00</b>	<b>78,595.06</b>		<b>101,216.00</b>



Tukwila Pool Metropolitan Park District  
Budget Report  
01/14/2019 BoC Regular Meeting

1	A	B	C	E	F	G	H	I	J	K	N
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
137	<b>Swimming Pool Expenditures</b>										
138	<b>Swimming Pool Salaries and Wages</b>										
139	Lifeguards	576.20.400.10.10		65,116.00	71,867.59	96,000.00	108,028.79	126,450.00	121,767.26	96.30%	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	56,422.82	132.76%	51,000.00
141	Water Exercise Instructor	576.20.400.10.25		-	-	-	-	-	373.52		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	60,969.98	91.36%	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	96,608.34	108.55%	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	27,254.19	54.40%	30,000.00
146	Maintenance Worker	576.20.400.10.65		-	-	-	-	-	-	0.00%	13,000.00
147	Overtime	576.20.400.10.70		-	1,365.00	-	14,532.98	7,500.00	6,101.76	81.36%	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	22,861.94	97.28%	28,951.00
149	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	4,185.68	-	37.34	-	-		-
150	<b>Swimming Pool Personnel Benefits</b>										
151	<b>Non-Taxable Benefits</b>										
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	34,523.23	96.67%	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	9,402.67	36.62%	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	12,279.34	81.86%	15,000.00
155	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-		-
156	<b>Swimming Pool Supplies</b>										
157	<b>Program Supplies and Equipment</b>										
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%	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%	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	2,681.81	111.74%	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%	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%	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%	100.00
164	Drop In/Open Swim Supplies	576.20.400.30.17	kickboards, fins, wristbands, foam boats	-	-	-	243.22	500.00	2,591.56	518.31%	500.00
165	<b>Maintenance and Repairs Supplies</b>										
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	10,004.47	71.46%	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	10,573.62	132.17%	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	10,541.74	175.70%	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%	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	5,011.34	143.18%	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%	200.00



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1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
172	<b>Swimming Pool Services</b>										
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	9,155.71	101.73%	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	<b>Advertising &amp; Promotion</b>										
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%	2,000.00
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	2,470.00	123.50%	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%	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%	1,000.00
183	Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	132.89%	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%	500.00
185	<b>Staff Development</b>										
186	Travel/Transportation	576.20.400.40.41	For pool staff only	-	-	-	189.62	400.00	1,352.03	338.01%	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%	3,500.00
188	<b>Rentals and Leases</b>										
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	<b>Utilities</b>										
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%	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	39,372.99	67.88%	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%	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	645.50	43.03%	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	<b>Repairs and Maintenance Services</b>										
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	33,883.42	84.71%	30,000.00
203	Equipment Repairs/Maintenance	576.20.400.40.73	DE Filters \$5000, Filter Maintenance (Backwash) \$18K - \$19K annually	4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	13,814.73	65.78%	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%	200.00
205	<b>Miscellaneous Services</b>										
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	6,709.00	67.09%	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%	350.00
208	Aerobics Partner	576.20.400.40.93					-		1,275.00		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	<b>Total 576.20.400 Swimming Pool Expenditures</b>			<b>493,419.00</b>	<b>500,537.19</b>	<b>569,539.00</b>	<b>581,948.07</b>	<b>707,770.17</b>	<b>635,663.59</b>		<b>815,369.21</b>



Tukwila Pool Metropolitan Park District  
Budget Report  
01/14/2019 BoC Regular Meeting

	A	B	C	E	F	G	H	I	J	K	N
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 11/30/2018	% of Budget	2019 Approved Budget
215	<b>Sales Tax</b>										
216	Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	7,169.52	94.90%	7,450.00
217	<b>Total 586.00.300 Sales Tax</b>			<b>5,738.00</b>	<b>4,776.24</b>	<b>5,453.00</b>	<b>7,999.75</b>	<b>7,555.00</b>	<b>7,169.52</b>		<b>7,450.00</b>
218	<b>Debt Service Principle</b>										
219	City Bridge Loan (Principle)	591.76.300.70.10	paid monthly	105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	100,751.02	91.59%	112,222.37
220	Loans and Bonds (Principle)	591.76.300.70.20	paid semi-annually: June and December	93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	99,195.63	100.00%	97,521.42
221	<b>Total 591.76.300 Debt Service Principle</b>			<b>199,429.00</b>	<b>199,429.62</b>	<b>204,254.00</b>	<b>204,253.51</b>	<b>209,197.68</b>	<b>199,946.65</b>	<b>1.92</b>	<b>209,743.79</b>
222	<b>Debt Service Interest</b>										
223	City Bridge Loan (Interest)	592.76.300.80.10	paid monthly	15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	10,585.26	92.40%	9,235.39
224	Loans and Bonds (Interest)	592.76.300.80.20	paid semi-annually: June and December	19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	13,934.37	100.00%	15,608.58
225	<b>Total 592.76.300 Debt Service Interest</b>			<b>35,159.00</b>	<b>35,158.14</b>	<b>30,334.00</b>	<b>30,334.25</b>	<b>25,390.08</b>	<b>24,519.63</b>		<b>24,843.97</b>
226	<b>Park Facility Improvements and New Construction</b>										
227	CIP Supplies	595.76.300.30.00	<i>Reported below: 2018 Capital Improvement Project/Lifetime Replacement Fund Budget</i>	25,000.00	25,917.53						
228	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00					
229	<b>Total 595.76.300 Park Facility Improvements (CIP)</b>			<b>50,000.00</b>	<b>49,894.78</b>	<b>15,000.00</b>					
230	<b>Transfers Out</b>										
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%	80,000.00
232	<b>Total 597.00.300 Transfers Out</b>			<b>80,000.00</b>		<b>85,000.00</b>	<b>133,305.00</b>	<b>80,000.00</b>			<b>80,000.00</b>
233	<b>Total Expenditures</b>			<b>1,033,439.00</b>	<b>921,264.53</b>	<b>1,075,990.00</b>	<b>1,081,728.57</b>	<b>1,171,143.93</b>	<b>996,801.64</b>		<b>1,291,287.97</b>
234											
235	<b>Opening Balance</b>			<b>198,375.00</b>	<b>198,389.00</b>	<b>238,546.00</b>	<b>271,557.67</b>	<b>288,491.29</b>	<b>343,876.36</b>		<b>380,436.35</b>
236	<b>Total Revenue</b>			<b>1,042,430.00</b>	<b>994,433.20</b>	<b>1,086,140.00</b>	<b>1,154,047.26</b>	<b>1,184,226.00</b>	<b>1,242,151.21</b>		<b>1,296,884.00</b>
237	<b>Total Expenditures</b>			<b>(1,033,439.00)</b>	<b>(921,264.53)</b>	<b>(1,075,990.00)</b>	<b>(1,081,728.57)</b>	<b>(1,171,143.93)</b>	<b>(996,801.64)</b>		<b>(1,291,287.97)</b>
238	<b>Ending Balance</b>			<b>207,366.00</b>	<b>271,557.67</b>	<b>248,696.00</b>	<b>343,876.36</b>	<b>301,573.36</b>	<b>589,225.93</b>		<b>386,032.38</b>
239	<b>Net Income (Total Revenue less Total Expenditures)</b>			<b>8,991.00</b>	<b>73,168.67</b>	<b>10,150.00</b>	<b>72,318.69</b>	<b>13,082.07</b>	<b>245,349.57</b>		<b>5,596.03</b>
240	<b>Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures</b>										
241	<b>3 Months Operational and Debt Service Expenses:</b>			<b>238,359.75</b>	<b>230,316.13</b>	<b>247,747.50</b>	<b>237,105.89</b>	<b>272,785.98</b>	<b>249,200.41</b>		<b>302,821.99</b>
242	<b>Requirement Met?</b>			<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		<b>YES</b>
243	<b>Tukwila Pool Metropolitan Park District</b>										
244	<b>2018 Capital Improvement Project/Lifetime Replacement Fund Budget</b>										
245	<b>Unrestricted Opening Balance</b>			<b>220,000.00</b>	<b>220,000.00</b>	<b>250,105.00</b>	<b>220,000.00</b>	<b>353,305.00</b>	<b>353,305.00</b>		<b>392,029.51</b>
246	<b>Revenues</b>										
247				\$80,000.00		\$85,000.00	\$5,000.00	80,000.00		0.00%	80,000.00
248	Transfers in from General Fund						\$110,105.00				
249				*(\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)						\$18,200.00	
250	*2018 Transfer in 2017										
251	<b>Total Revenue</b>			<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>\$133,305.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>		<b>\$80,000.00</b>
252	<b>Expenditures</b>										
253	*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	*2018: Security Cameras										
259	*2019 Proposed: Pool Liner										55,000.00
260	<b>Total Expenditures</b>			<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,701.00</b>	<b>59,475.49</b>		<b>55,000.00</b>
261											
262	<b>Opening Balance</b>			<b>220,000.00</b>	<b>220,000.00</b>	<b>250,105.00</b>	<b>220,000.00</b>	<b>353,305.00</b>	<b>353,305.00</b>		<b>392,029.51</b>
263	<b>Total Revenue</b>			<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>\$133,305.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>		<b>\$80,000.00</b>
264	<b>Total Expenditures</b>			<b>(50,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(48,701.00)</b>	<b>(59,475.49)</b>		<b>(55,000.00)</b>
265	<b>Ending Balance</b>			<b>250,000.00</b>	<b>220,000.00</b>	<b>335,105.00</b>	<b>353,305.00</b>	<b>384,604.00</b>	<b>293,829.51</b>		<b>417,029.51</b>

# Washington State Department of Revenue Combined Excise Tax Return

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT  
TUKWILA POOL METROPOLITAN PARK DISTRICT

**Filing Period:** November 30, 2018      **Filing Frequency:** Monthly  
**Due Date:** December 26, 2018

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	3,313.68	3,313.68	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	10,845.50	10,845.50	0.00	0.015000	0.00

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	3,313.68	Add Deduction	3,313.68	0.065000	215.39
Over Collected Sales Tax	0.45		0.45	1.000000	0.45
<b>Total State Sales and Use</b>					<b>215.84</b>

[Find Location by Address](#)

### Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	3,313.68	0.035000	115.98
			<b>3,313.68</b>	<b>115.98</b>

### Deductions

Line Code	Deduction	Amount Filed
<b>Business &amp; Occupation</b>		
Retailing	Other	3,313.68
Service and Other Activities; Gambling Contests of Chance (less	Other	10,845.50

2 Rows

### Return Totals

Total Tax	331.82
Less Credits	0.00
<b>Total Amount Owed</b>	<b>331.82</b>

### Submitter Information

Prepared By	Kristine Selleck
Phone Number	(425)-276-4976
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Dec-20-2018
Confirmation #	0-005-974-508

### Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	331.82
Effective Date	Dec-21-2018



# Tukwila Pool Metropolitan Park District

## PROFIT AND LOSS: BUDGET VS. ACTUALS: 2018

November 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
311.10.00 Real and Personal Property Tax	78,713.61	76,547.58	2,166.03	102.83 %
313.11.00 Sales Tax Collected	331.82	629.58	-297.76	52.70 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	171.31	250.00	-78.69	68.52 %
341.70.20 Untaxable Merchandise	95.75	166.67	-70.92	57.45 %
<b>Total 341.70.00 Sales of Merchandise</b>	<b>267.06</b>	<b>416.67</b>	<b>-149.61</b>	<b>64.09 %</b>
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	1,652.44	2,016.67	-364.23	81.94 %
347.30.20 Activity Fees - General Admissions (Taxable)	1,132.91	3,208.33	-2,075.42	35.31 %
347.30.30 Activity Fees - Special Events (Taxable)	138.84	183.33	-44.49	75.73 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	3,843.00	5,000.00	-1,157.00	76.86 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	40.00	25.00	15.00	160.00 %
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	
<b>Total 347.00.00 Cultural and Recreation</b>	<b>6,822.19</b>	<b>10,566.67</b>	<b>-3,744.48</b>	<b>64.56 %</b>
361.10.00 Interest and Other Earnings	1,195.51	375.00	820.51	318.80 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	112.73	595.83	-483.10	18.92 %
362.40.20 Equipment and Locker Rentals - Taxable	105.45	41.67	63.78	253.06 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	6,572.50	6,995.83	-423.33	93.95 %
<b>Total 362.00.00 Rents, Leases and Concessions</b>	<b>6,790.68</b>	<b>7,633.33</b>	<b>-842.65</b>	<b>88.96 %</b>
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	3.00	16.67	-13.67	18.00 %
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	
<b>Total 367.10.00 Contributions from Private</b>	<b>3.00</b>	<b>1,683.34</b>	<b>-1,680.34</b>	<b>0.18 %</b>



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Sources</b>				
369.00.00 Miscellaneous Income				
369.80.00 Deposit Over/Short	-3.25		-3.25	
369.91.10 Scholarship Funds Applied	279.50	833.33	-553.83	33.54 %
<b>Total 369.00.00 Miscellaneous Income</b>	<b>276.25</b>	<b>833.33</b>	<b>-557.08</b>	<b>33.15 %</b>
<b>Total Income</b>	<b>\$94,400.12</b>	<b>\$98,685.50</b>	<b>\$ -4,285.38</b>	<b>95.66 %</b>
GROSS PROFIT	<b>\$94,400.12</b>	<b>\$98,685.50</b>	<b>\$ -4,285.38</b>	<b>95.66 %</b>
<b>Expenses</b>				
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	210.00	50.00	160.00	420.00 %
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	
<b>Total 576.20.100.00.00 Board of Commissioners Expenditures</b>	<b>594.00</b>	<b>1,240.00</b>	<b>-646.00</b>	<b>47.90 %</b>
576.20.200.00.00 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	2,824.38	3,145.00	-320.62	89.81 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	300.03	471.75	-171.72	63.60 %
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	
<b>Total 576.20.200.00.00 Executive</b>	<b>3,124.41</b>	<b>3,687.59</b>	<b>-563.18</b>	<b>84.73 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Expenditures</b>				
576.20.300.00.00 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	2,580.44	1,041.67	1,538.77	247.72 %
576.20.300.10.20 Bookkeeper Salary & Wages - Other Taxable Compensation (Benefits stipend)	387.07		387.07	
<b>Total 576.20.300.10.00 Shared Salary &amp; Wages</b>	<b>2,967.51</b>	<b>1,041.67</b>	<b>1,925.84</b>	<b>284.88 %</b>
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	46.65	125.00	-78.35	37.32 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)		45.83	-45.83	
<b>Total 576.20.300.30.00 Office/Computer Supplies &amp; Equipment</b>	<b>46.65</b>	<b>170.83</b>	<b>-124.18</b>	<b>27.31 %</b>
576.20.300.30.13 Office Equipment (Non-Consumable)	645.48	83.33	562.15	774.61 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)	30.25	208.33	-178.08	14.52 %
<b>Total 576.20.300.30.00 Shared Supplies</b>	<b>722.38</b>	<b>462.49</b>	<b>259.89</b>	<b>156.19 %</b>
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	72.00	666.67	-594.67	10.80 %
576.20.300.40.30 Communications				
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage	49.75	16.67	33.08	298.44 %
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VoIP Phones	326.97	625.00	-298.03	52.32 %
576.20.300.40.35 Software Programs (non-financial)	16.49	133.33	-116.84	12.37 %
576.20.300.40.36 Advertising/Posting Fees		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	384.95	458.33	-73.38	83.99 %
<b>Total 576.20.300.40.30 Communications</b>	<b>828.16</b>	<b>1,375.00</b>	<b>-546.84</b>	<b>60.23 %</b>
576.20.300.40.40 Bank Charges	19.45	66.67	-47.22	29.17 %
576.20.300.40.50 Payroll Service	419.62	500.00	-80.38	83.92 %
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	90.00	208.33	-118.33	43.20 %
576.20.300.40.82 Pest Control		58.33	-58.33	
576.20.300.40.83 Insurance		1,166.67	-1,166.67	
576.20.300.40.84 Fingerprinting Services		75.00	-75.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
& Supplies/Background Checks				
<b>Total 576.20.300.40.80 Risk Management Services</b>	<b>90.00</b>	<b>1,508.33</b>	<b>-1,418.33</b>	<b>5.97 %</b>
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	
<b>Total 576.20.300.40.90 Financial Services</b>		<b>708.34</b>	<b>-708.34</b>	
<b>Total 576.20.300.40.00 Shared Services</b>	<b>1,429.23</b>	<b>5,283.34</b>	<b>-3,854.11</b>	<b>27.05 %</b>
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.40 Annual Permits		54.17	-54.17	
<b>Total 576.20.300.50.00 Shared Intergovernmental Services</b>		<b>54.17</b>	<b>-54.17</b>	
<b>Total 576.20.300.00.00 Shared Expenditures</b>	<b>5,119.12</b>	<b>6,841.67</b>	<b>-1,722.55</b>	<b>74.82 %</b>
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	10,967.16	10,537.50	429.66	104.08 %
576.20.400.10.20 Pool S&W - Instructors	4,222.45	3,541.67	680.78	119.22 %
576.20.400.10.25 Pool S&W - Water Exercise Instructors	373.52		373.52	
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	10,333.04	7,416.67	2,916.37	139.32 %
576.20.400.10.60 Pool S&W - Front Desk	1,720.24	4,175.00	-2,454.76	41.20 %
576.20.400.10.70 Pool S&W - Overtime	505.36	625.00	-119.64	80.86 %
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	2,312.85	1,958.33	354.52	118.10 %
<b>Total 576.20.400.10.00 Pool Salaries &amp; Wages</b>	<b>36,024.62</b>	<b>33,815.34</b>	<b>2,209.28</b>	<b>106.53 %</b>
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	3,251.34	2,975.95	275.39	109.25 %
576.20.400.20.12 Pool Benefits - WA Unemployment	716.84	2,139.57	-1,422.73	33.50 %
576.20.400.20.13 Pool Benefits - L & I	1,117.44	1,250.00	-132.56	89.40 %
<b>Total 576.20.400.20.00 Pool Personnel Benefits</b>	<b>5,085.62</b>	<b>6,365.52</b>	<b>-1,279.90</b>	<b>79.89 %</b>
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	154.82	200.00	-45.18	77.41 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms		208.33	-208.33	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.30.15 Pool Supplies - Program, Safety Equipment		208.33	-208.33	
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class		12.50	-12.50	
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	1,780.51	41.67	1,738.84	4,272.88 %
<b>Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment</b>	<b>1,935.33</b>	<b>729.17</b>	<b>1,206.16</b>	<b>265.42 %</b>
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	1,485.39	1,166.67	318.72	127.32 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	1,232.97	666.67	566.30	184.94 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	376.37	500.00	-123.63	75.27 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping		166.67	-166.67	
<b>Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies</b>	<b>3,094.73</b>	<b>2,500.01</b>	<b>594.72</b>	<b>123.79 %</b>
576.20.400.30.30 Pool Supplies - Resale Inventory	414.48	291.67	122.81	142.11 %
576.20.400.30.40 Pool Supplies - Miscellaneous		16.67	-16.67	
<b>Total 576.20.400.30.00 Pool Supplies</b>	<b>5,444.54</b>	<b>3,537.52</b>	<b>1,907.02</b>	<b>153.91 %</b>
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	675.44	750.00	-74.56	90.06 %
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)	660.00	166.67	493.33	395.99 %
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying		333.33	-333.33	
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	
<b>Total 576.20.400.40.30 Pool Svcs. - Advertising &amp; Promotion</b>	<b>660.00</b>	<b>1,233.34</b>	<b>-573.34</b>	<b>53.51 %</b>
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.41 Pool Svcs. - Staff Dev., Travel/Transportation	191.08	33.33	157.75	573.30 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees		166.67	-166.67	
<b>Total 576.20.400.40.40 Pool Svcs. - Staff Development</b>	<b>191.08</b>	<b>200.00</b>	<b>-8.92</b>	<b>95.54 %</b>
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical		1,466.67	-1,466.67	
576.20.400.40.62 Pool Svcs. - Utilities, Gas	3,218.72	4,833.33	-1,614.61	66.59 %
576.20.400.40.63 Pool Svcs. - Utilities, Water		541.67	-541.67	
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	
<b>Total 576.20.400.40.60 Pool Svcs. - Utilities</b>	<b>3,277.57</b>	<b>7,050.00</b>	<b>-3,772.43</b>	<b>46.49 %</b>
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	15,100.61	3,333.33	11,767.28	453.02 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment		1,750.00	-1,750.00	
<b>Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services</b>	<b>15,100.61</b>	<b>5,083.33</b>	<b>10,017.28</b>	<b>297.06 %</b>
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	279.50	833.33	-553.83	33.54 %
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	
<b>Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services</b>	<b>479.50</b>	<b>862.50</b>	<b>-383.00</b>	<b>55.59 %</b>
<b>Total 576.20.400.40.00 Pool Services</b>	<b>20,384.20</b>	<b>15,262.51</b>	<b>5,121.69</b>	<b>133.56 %</b>
<b>Total 576.20.400.00.00 Pool Expenditures</b>	<b>66,938.98</b>	<b>58,980.89</b>	<b>7,958.09</b>	<b>113.49 %</b>
586.00.300.00.00 Sales Tax Paid	588.26	629.58	-41.32	93.44 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,235.64	9,166.84	68.80	100.75 %
591.76.300.70.20 Loans and Bonds Principal	49,948.70	8,266.30	41,682.40	604.24 %
<b>Total 591.76.300.70.00 Debt Service Principle</b>	<b>59,184.34</b>	<b>17,433.14</b>	<b>41,751.20</b>	<b>339.49 %</b>
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	885.84	954.64	-68.80	92.79 %
592.76.300.80.20 Loans and Bonds Interest	6,616.30	1,161.20	5,455.10	569.78 %
<b>Total 592.76.300.80.00 Debt Service</b>	<b>7,502.14</b>	<b>2,115.84</b>	<b>5,386.30</b>	<b>354.57 %</b>

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Interest</b>				
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		6,666.67	-6,666.67	
<b>Total 597.00.300.00.00 Transfers Out</b>		<b>6,666.67</b>	<b>-6,666.67</b>	
<b>Total Expenses</b>	<b>\$143,051.25</b>	<b>\$97,595.38</b>	<b>\$45,455.87</b>	<b>146.58 %</b>
NET OPERATING INCOME	<b>\$ -48,651.13</b>	<b>\$1,090.12</b>	<b>\$ -49,741.25</b>	<b>-4,462.92 %</b>
Other Expenses				
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.30.00 CIP Supplies		2,967.46	-2,967.46	
595.76.300.40.00 CIP Services		1,090.96	-1,090.96	
<b>Total 595.76.300.00.00 Park Facility Improvements &amp; New Construction (CIP)</b>		<b>4,058.42</b>	<b>-4,058.42</b>	
Transfer Activity				
City Bridge Loan Principle	-9,235.64		-9,235.64	
Loans and Bonds Principle	-49,948.70		-49,948.70	
<b>Total Transfer Activity</b>	<b>-59,184.34</b>		<b>-59,184.34</b>	
<b>Total Other Expenses</b>	<b>\$ -59,184.34</b>	<b>\$4,058.42</b>	<b>\$ -63,242.76</b>	<b>-1,458.31 %</b>
NET OTHER INCOME	<b>\$59,184.34</b>	<b>\$ -4,058.42</b>	<b>\$63,242.76</b>	<b>-1,458.31 %</b>
NET INCOME	<b>\$10,533.21</b>	<b>\$ -2,968.30</b>	<b>\$13,501.51</b>	<b>-354.86 %</b>



# Tukwila Pool Metropolitan Park District

## TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

November 2018

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.12 US Bank Michelle PC - 0701			
11/02/2018	Amazon.com	1 of: Logitech Wireless Marathon Mouse M705 with 3-Year Battery Life	30.25
11/02/2018	Lowe's	72-in H x 77-in W x 24-in D 4-Shelf Steel NSF Certified Freestanding Shelving Unit	197.81
11/03/2018	Hobby Lobby	3rd Saturday Event Date: 11/10/2018 (Turkey Races) Craft supplies	19.72
11/03/2018	Costco Wholesale	Envelopes, Stapler (\$24.16), 4 of Folding Chairs (\$101.06), 3rd Saturday Event Date: 11/10/2018 (Turkey Races) General Supplies (\$28.33), 100 Stamps (\$49.75)	203.30
11/03/2018	Lowe's	Shelves (\$258.20), 2 of: Blue Hawk 9.02-in Black Steel Utility Hooks, Drill Bits (\$23.01), Janitorial Supplies and Painting (\$235.62)	516.83
11/05/2018	Costco Wholesale	Resale Inventory: Goldfish, PB Crackers, Clif Bars, Gatorade, Water, VitaminWater (\$172.24), 3rd Saturday Event Date: 11/10/2018 (Turkey Races) Food (\$30.42)	202.66
11/06/2018	Adobe	Monthly Subscription Acrobat Pro	16.49
11/07/2018	Recreation Supply Company	Open swim supplies: Mini Boat, Super Boat, Canoe	1,780.51
11/07/2018	Amazon.com	2 of: SeaKlear SKPCG Natural Clarifier for Pools	125.38
11/08/2018	Lowe's	72-in H x 48-in W x 24-in D 5-Shelf Steel Freestanding Shelving Unit (\$82.40), Marshalltown 9-in x 4-in Rubber Float, 20 oz. Smoothed Face Rubber Mallet (\$24.35), Wood sticks, lumber (\$42.22)	148.97
11/09/2018	Costco Wholesale	3rd Saturday Event Date: 11/10/2018 (Turkey Races) Cake and Fruit	26.44
11/11/2018	Lowe's	Painting supplies and equipment	39.09
11/13/2018	Lowe's	Painting Supplies and Equipment	48.99
11/16/2018	Intermedia.net	Billing Period: 10/10/18 - 11/10/18 Hosted PBX Phone Service	188.42
11/17/2018	Lowe's	Bolts and Drill Bits (\$177.82), Painting and Sealing supplies (\$99.42). Lumber for new locker room benches (\$105.50)	382.74
11/17/2018	Sample Vendor	Sanding belt sandpaper	15.34
11/20/2018	Sherwin-Williams	Paint for locker rooms	69.62
11/21/2018	Walmart	White Vinegar	2.64
11/23/2018	Walmart	Hooks and hanging apparatuses for equipment (\$53.08), Rubbing Alcohol (\$4.91)	57.99
11/23/2018	Aqua Rec's Fireside Hearth N' Home	Pool Chemicals	147.23
11/24/2018	Home Depot	Anchors, Drill Bits, Hacksaw, Bungee, Arm Hangers	133.07
11/24/2018	Office Depot	Roll Paper, Lettering for Bulletin Boards	22.49
11/25/2018	Home Depot	Arm Hanger, Trowel, Wood Screw (\$43.44), 3rd Saturday Event Date: 12-15-2018 (Winter Fiesta) Christmas tree lights, extension cord (\$41.14)	84.58
11/27/2018	Costco Wholesale	Resale Inventory: Clif Bars, Vitaminwater, Water, Gatorade	242.24
11/27/2018	Walmart	Bulletin Board	6.01
11/29/2018	Hobby Lobby	3rd Saturday Event Date: 12/15/2018 (Winter Fiesta) Craft Supplies	8.77
<b>Total for 213.12 US Bank Michelle PC - 0701</b>			<b>\$4,717.58</b>
<b>Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			<b>\$4,717.58</b>

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

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Call to order

1. Meeting called to order at 8:52am by President Sharon Shipman

Roll Call

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

TPMPD: Christine Neuffer, Aaron Shipman

STAFF:

a) **Minutes:** Sharon motions to approve, Ivan seconds.

2. Business items:

1

Round table

- Next TPAC Meeting is scheduled for Saturday,  
12/15/2018 8:30am at the Tukwila Community Center.

Meeting adjourned at 9:20am.





# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

<b>06. REPORTS</b>	f) Programming Committee Members of the Programming Committee may verbally present a report g) Marketing & Outreach Committee Members of the Marketing & Outreach Committee may verbally present a report
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# INFORMATIONAL MEMORANDUM

## **Tukwila Pool Metropolitan Park District**

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

**FROM:** Kristine Selleck, District Administrator

**DATE:** December 14, 2019

**SUBJECT:** **Auditing Officers Delegation for Accounts Payable Signatures on Vouchers**

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The TPMPD's annual first act is to update those authorized to sign expense vouchers and other financial documents. This resolution will add the new District Administrator, Kristine Selleck, to the list, and remove Richard Rabe.

The resolution also changes the names of the new Clerk and President of the Board of Commissioners, to reflect changes that occurred due to the 2019 Officer Selections.

### **ATTACHMENTS**

1. Resolution 2019-01
2. Accounts Payable Authorized Signature Form

**TUKWILA POOL METROPOLITAN PARK DISTRICT**  
**AUDITING OFFICER DELEGATION RESOLUTION**  
**FOR TUKWILA POOL METROPOLITAN PARK DISTRICT**

**#17591 RESOLUTION 2019-01**

**APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL.**

**WHEREAS** there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

**WHEREAS** there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

**WHEREAS** it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

**WHEREAS** RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

**WHEREAS** this agency shall enact the following policies and procedures pursuant to RCW **42.24.180**:

1. All routine operating claims against Tukwila Pool Metropolitan Park District will be pre-audited and signed by any two of the Auditing Officers; and
2. The Auditing Officers shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties; and
3. Tukwila Pool Metropolitan Park District #17591 establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims; and
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officers will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 does resolve as follows:

Section 1: Authorize the Auditing Officers to submit vouchers for payment and disbursement in accordance with Tukwila Pool Metropolitan Park District #17591 prior to the Board acting to approve said claims. Auditing Officers are as follows:

1. Board President Christine Neuffer
2. Board Clerk Jeri Frangello-Anderson
3. District CPA, Alan Dance
4. Commissioner Vanessa Zaputil
5. Commissioner Ellen Gengler
6. Commissioner Aaron Shipman
7. District Administrator Kristine Selleck

**ADOPTED** by the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 at a regular meeting held on this 14<sup>th</sup> day of January 2019.

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
Commissioner Jeri Frangello-Anderson  
Clerk of the Board

\_\_\_\_\_  
Commissioner Christine Neuffer  
President of the Board

Passed by the Commission: 14 JAN 2019

Resolution Number: 2019-01

Submitted to King County  
Accounts Payable: \_\_\_\_\_

## Accounts Payable Authorized Signature Form

(For Districts for which King County, as Treasurer, Issues Payments)

**SECTION 1 – GENERAL INFORMATION**

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Tukwila Pool Metropolitan Park District Number: 17591  
 Street Address: 4414 S 144th St.  
 City/ State/ Zip: Tukwila, WA 98168  
 General Telephone #: 206.267.2350 Fax #: n/a

**Primary Contacts**

Name: Michelle Simpson Title: Director of Aquatics Operations  
 Telephone # 206.267.2350 x 103 Email: msimpson@tukwilapool.org

Name: Kristine Selleck Title: District Administrator  
 Telephone # 206.267.2350 x 102 Email: district@tukwilapool.org

**SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)**

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 2

**Auditing Officer Signatures**

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Christine Neuffer</u>	<u>206.930.5729</u>	<u>cneuffer@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	<u>Jeri Frangello-Anderson</u>	<u>206.552.1620</u>	<u>jfrangello@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	<u>Alan Dance</u>	<u>425.283.5425</u>	<u>alan@forprivateclients.com</u>
Sign:	_____	_____	_____
Print:	<u>Vanessa Zaputil</u>	<u>206.242.9945</u>	<u>vzaputil@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	<u>Ellen Gengler</u>	<u>206.372.3316</u>	<u>egengler@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	<u>Aaron Shipman</u>	<u>360.789.2652</u>	<u>ashipman@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	<u>Kristine Selleck</u>	<u>206.267.2350</u>	<u>district@tukwilapool.org</u>

**Accounts Payable Authorized Signature Form**  
*(For Districts for which King County, as Treasurer, Issues Payments)*

**SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION**

*If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.*

**Number of Required Board Member Signatures for Payment of Claims:** 2

**Board Member Signatures**

	Name	Telephone	Email
Sign: _____	<u>Vanessa Zaputil</u>	<u>206.242.9945</u>	<u>vzaputil@tukwilapool.org</u>
Print: _____			
Sign: _____	<u>Ellen Gengler</u>	<u>206.372.3316</u>	<u>egengler@tukwilapool.org</u>
Print: _____			
Sign: _____	<u>Christine Neuffer</u>	<u>206.930.5729</u>	<u>cneuffer@tukwilapool.org</u>
Print: _____			
Sign: _____	<u>Jeri Frangello-Anderson</u>	<u>206.552.1620</u>	<u>jfrangello@tukwilapool.org</u>
Print: _____			
Sign: _____	<u>Aaron Shipman</u>	<u>360.789.2652</u>	<u>ashipman@tukwilapool.org</u>
Print: _____			
Sign: _____	_____	_____	_____
Print: _____	_____	_____	_____
Sign: _____	_____	_____	_____
Print: _____	_____	_____	_____

**I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: Christine Neuffer Title: 2019 Board President  
 Chairperson/ President

District/Organization Name: Tukwila Pool Metropolitan Park District

**Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:**

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

If you require assistance completing this form, please contact (206) 263-9400 or SpecialDist.AP@kingcounty.gov.



# INFORMATIONAL MEMORANDUM

## **Tukwila Pool Metropolitan Park District**

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

**FROM:** Kristine Selleck, District Administrator

**DATE:** December 14, 2019

**SUBJECT:** **2019 Retreat Discussion**

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Please give ideas regarding our upcoming Board of Commissioners' Annual Retreat that typically occurs in May.



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: January 14, 2019

SUBJECT: **Handbook Update**

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During the 01/07/2019 Finance Committee Meeting, the following was brought to my attention: the TPMPD Wage & Salary Schedule table in Appendix A.2 of the Employee Handbook did not match the salaries listed in Appendix A.3 TPMPD Position Descriptions.

The attached updated Appendix A.3 (pages 54-79 of the Employee Handbook) reflect the correct information. These updates need to be approved by the Board.

### **ATTACHMENT**

Pages 54-79 of the Employee Handbook





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

Revised 12/10/18



## APPENDIX A.3 TPMPD POSITION DESCRIPTIONS

### Director of Aquatics Operations (Experience Required)

#### SUMMARY

The Aquatics Manager position is the lead for all operational aspects of the Tukwila Pool facility. This position plans, organizes and coordinates all aquatic activities for all ages and abilities; including, but are not limited to, swim lessons, open swims, rentals, CPR and Lifeguard certification classes, and special events. This position recruits, hires, mentors, directs and trains all aquatics employees. The Aquatics Manager reports to the Board of Commissioners of the Tukwila Pool Metropolitan Park District (TPMPD) and supervises all operations personnel. This position, in partnership with the District Administrator, supervises the TPMPD Bookkeeper.

#### QUALIFICATIONS

- Minimum five years of experience developing, scheduling and coordinating high-quality aquatic programming.
- Minimum five years of experience performing routine pool maintenance with a thorough understanding of how to keep a pool in excellent condition.
- Minimum five years management experience supervising, recruiting, hiring, training, and mentoring up to 30 employees.
- Aquatic Facility Operator or Certified Pool Operator or the ability to be re-certified within 3 months of hire.
- Five years of experience in swim lesson instruction.
- Ability to use computer to create and send reports, correspondence, etc.
- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification.
- CPR for the Professional Rescuer or the ability to obtain within six months of hire.
- First Aid for the Professional Rescuer.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- The successful candidate must be able to pass an FBI & Washington State Patrol criminal background check.

#### RESPONSIBILITIES

- Develop and oversee all aspects of programming with a focus on quality, safety, customer satisfaction and maintaining the pool as a valued community asset.
- Responsible for recruiting, hiring, training, scheduling, providing adequate and responsible supervision during all operating hours of the pool, as well as evaluating all operational staff.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provide a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Develop a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensure that the entire facility is maintained in excellent condition and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Inspects program equipment and facilities for safety hazards, implements corrective action as needed and plans for and purchases any new or replacement aquatic equipment.
- Responsible for ensuring certification for all employees.
- Develop and maintain budgetary goals and objectives in partnership with the District Administrator,



including proper management of income and expenses.

- Serve as primary contact for issues related to pool staffing, programming, and facilities.
- Maintain effective communication with the District Administrator, working as a partner in the leadership of the pool on behalf of the TPMPD.
- Working in partnership with the District Administrator in supervising and evaluating any ‘shared’ district/operational employees.
- Recommend and implement operational policies for the TPMPD.
- Establish and implement operational procedures for the TPMPD.
- Ensure monthly and annual operational financial reporting to the BOC, including operational budget items.
- Work in partnership with the Board President, regarding media representation.
- Work with the Pool Advisory Group as the representative of Pool Operations.
- Identify and apply for relevant grants available for operations of the district.
- Increase revenue and decrease operation expenses while maintaining quality programming.
- Manage all aspects of operations including payroll and operational calendar.
- Identify new revenue sources and models.
- Ensure that patron’s concerns and inquiries are handled appropriately.
- Maintain effective relationships with internal and external customers through all channels of communications.
- Develop a robust, sustainable volunteer program.
- Promote pool usage within the community.
- Tukwila Pool website updates – operational items.
- Social Media updates – operational items.
- Other duties as needed.

#### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

#### **HOURS, SALARY & BENEFITS**

- This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.
- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: \$55,000 - \$69,160 per year DOE



- Benefits: Our benefits package includes family use of the facility, a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.



## Assistant Aquatics Manager

### SUMMARY

The Assistant Aquatics Manager works with the Aquatics Manager in all assigned operational aspects of the Tukwila Pool facility. The Assistant Aquatics Manager assists in daily management and minor maintenance of the facility; and provides day-to-day leadership, direction, and training to aquatic employees as shift supervisor. Reports to the Aquatics Manager of the Tukwila Pool Metropolitan Park District.

### QUALIFICATIONS

- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification or the ability to obtain LGI certification within 6 months of hire.
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or the ability to be certified within 6 months of hire.
- Minimum one year of previous experience successfully supervising staff and/or the ability to attend supervisory skills training within 3 months of hire.
- Two years of experience providing swim lesson instruction.
- Ability to use a computer to create and send reports, correspondence, etc.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Candidates must pass an FBI & WSP background check.

### RESPONSIBILITIES

- Assists in the development and operation of all aspects of programming with a focus on quality, customer satisfaction, and maintaining the pool as a valued community asset.
- Assists in the hiring, training, scheduling, daily supervision, and evaluations of aquatic staff.
- Act as a role model to employees in meeting all safety and performance standards.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part “owner” of the Tukwila Pool.
- Provides a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Follows a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensures that the entire aquatic facility is maintained in excellent condition, and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Develops and maintains internal and external relationships to foster collaborative community connections.
- Performs other duties as needed.

### PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee



encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**HOURS, PAY & BENEFITS**

- This position is hourly, non-exempt. The Tukwila Pool facility is open 363 days per year (closed Thanksgiving & Dec 25) and management staff are expected to take turns working other holidays.
- Evenings and/or weekends are required, flexible scheduling available.
- Rate of Pay: \$19.00 - \$23.00 per hour depending on experience and/or advanced certifications.
- Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% of gross hourly wage up to a maximum of 40 hours per week (to be used as needed for medical, dental, child- or elder care or retirement plan), plus paid vacation, sick leave and floating holidays.



## **Bookkeeper (Experience Required)**

### **SUMMARY**

Under the direction of the Director of Aquatics Operations and the District Administrator, the TPMPD Bookkeeper maintains records of the day-to-day financial transactions; ensures payment of invoices, submits monthly excise tax reports to the Department of Revenue, submits reports to the SAO, IRS, or L&I as required, and prepares all monthly reports for the Board of Commissioners.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Use QuickBooks Online, following and managing the chart of accounts; in keeping with all TPMPD financial policies and procedures.
- Maintains accurate records by verifying, allocating, and posting transactions.
- Balances accounts by reconciling entries.
- Maintains historical records by filing documents.
- Prepares and files vouchers for submittal to the King County Treasury.
- Prepares monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions. This includes, but is not limited to: monthly excise tax filings, 1099 filings, prevailing wage filings, and annual SAO Financial Report filing.
- Provides support for SAO Audits, as requested.
- Provides support for Scholarship, and / or Grant funding and tracking.
- Suggests and implements standards and best practices for ensuring accurate, detailed financial information, and SAO audit compliance.
- Suggests and assists in implementation of standards and best practices for cash management.
- Attendance at Finance Committee and Board of Commissioner meetings, as requested.
- Complies with RCW 42.56 requiring transparency in all communications and documents.
- On-going self-education on accounting best practices.
- Contributes to team effort by contributing in other areas as needed.

### **REQUIRED SKILLS AND QUALIFICATIONS:**

- Three (3) Years continuous experience in bookkeeping.
- Data entry skills.
- Well organized, analytical, able to multitask projects and prioritize responsibilities.
- Understanding and ability to implement basic accounting principles.
- Ability to analyze information and forecast potential results.
- Attention to detail, thoroughness.
- Work independently and able to manage multiple projects and deadlines.
- Good internal and external customer service skills.
- Ability to pass a Washington State Patrol and FBI background check.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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

- While performing the duties of this position, the employee is frequently required to sit, talk and hear. The employee is sometimes required to walk and stand. The employee is required to use hands to type on a computer keyboard and use a mouse. The employee is required to use eyes to view the computer monitor and to accurately read and calculate numbers.

The work environment described here is representative of what an employee would encounter while performing the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will sometimes be exposed to wet and dry conditions, fumes, toxic or caustic chemicals.



- The noise level of the work environment is sometimes loud, especially in the natatorium.

**SCHEDULE, PAY & BENEFITS:**

This position is part-time (approximately 20 hours per week) and the schedule may be adjusted to accommodate the employee, but hours must fall between 9:00 a.m. and 3:00 p.m. Monday through Friday. The pay is \$19.50 per hour and the position is classified as non-exempt. Benefits for this position include an allowance equal to 15% of gross hourly wage, up to 40 hours per week (to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases, use of the facility for the employee and immediate family and a 50% discount on food and drink sold at the front desk. No other benefits are available.





## District Administrator (Experience Required)

### SUMMARY

The District Administrator position provides the District related and administrative support for the Tukwila Pool MPD (TPMPD) which includes District funds management, budget auditing, records management, election management and contract/policy review and advising. The District Administrator serves as a resource to the Board of Commissioners to facilitate District meetings and functions and works closely with the TPMPD Director of Aquatics Operations.

- Reports to: TPMPD Board of Commissioners
- Classification: Hourly, Part-time (20-25 hours per week) \$25 / hour

### QUALIFICATIONS

#### Knowledge and Education

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Strong financial management and budget preparation skills.
- Knowledge of Washington State laws, regulations and codes as they apply to park districts and swimming pool operations preferred.
- General knowledge of the basic legal requirements relating to public sector contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney.
- Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Equivalent to an Associate of Arts degree in public or business administration.
- (3) years of increasingly responsible office administrative experience, preferably in a public agency.
- A Bachelor's degree is preferred.
- Experience as a municipal Clerk, paralegal, and or in direct support of a Board of Directors is preferred.
- Must be able to pass a WSP and FBI background check.

#### Skills

- Strong organizational, written and verbal communication skills essential.
- Strong attention to detail while managing multiple projects in a timely manner.
- Demonstrated ability to work independently with little or no supervision.
- Ability to analyze information and make recommendations to the TPMPD Board.
- Ability to work effectively alone or with multiple stakeholders.
- Ability to interface with database systems such as accounting, records management, and inventory management.
- Proficiency at a high level using MS 365, Microsoft software, QuickBooks, and Management Information Systems (MIS).
- Ability to manage the TPMPD website District related content and update the website in a timely manner.

#### Attributes

- Effective, professional and positive interactions with difficult individuals.
- Interpersonal skills using tact, patience and courtesy.
- Takes appropriate initiative.
- Timely follow through while delivering high-quality work performance.

### RESPONSIBILITIES

#### District

- Provide Board Support including recommendations and guidance, including policies and related procedures.



- Provide financial oversight for the District.
- Maintain and safeguard the District's assets, records and document.
- Ensure District compliance with Washington State asset acquisition, inventory management and disposal processes and records maintenance.
- As the designated Public Information Officer for the District, maintaining all necessary trainings and certifications.

Administrative

- Create an efficient administrative organizational structure for the District.
- Collaborate and manage the TPMPD District annual calendar, and ensure calendar updates are timely.
- Assist the Board President/Board Clerk in agenda planning and preparation.
- Compile all agenda items and materials for Commissioner meetings in a timely manner.
- Compose summary minutes for Regular and Special Meetings.
- Ensure District compliance with the Open Public Meetings Act (OPMA) and other regulations relating to the noticing requirements for Board meetings, publishing of Board agenda packets and publishing of approved Board meeting minutes, within the timelines established by the Revised Code of Washington (RCW) Work with the Board President on the orientation of new Commissioners, conducting the mandated OPMA, Public Records Act (PRA) and Records Management training, and maintaining required training records.
- Facilitate and provide support for all Board Meetings and Committee meetings as needed.
- Develop and oversee the District's Records Management Program consistent with the Washington State Public Records Act (PRA) requirements and TPMPD policies Assist the Director of Aquatics Operations in maintenance and preservation of employee files.
- Facilitate, manage and maintain District's contracts, agreements, Interlocal Agreements (ILAs) and other legal documents; both paper and electronic
- Ensure District e-mail is administered, maintained and preserved.
- Ensure District server/information is regularly backed up.
- Interface directly with the District's contract attorney as necessary on issues requiring legal attention.
- Interface directly with the District's contract CPA on issues requiring high level financial attention.
- Ensure all District bookkeeping is performed and recorded in a timely manner, in accordance with uniform accounting standards and TPMPD policies including QuickBooks entry, BARS codes reporting, District credit card management, and timely King County voucher processing.
- Collaborate with the Director of Aquatics Operations in the hiring of a District bookkeeper.
- Ensure District's compliance with all King County Elections requirements relating to the annual property tax levy; ensuring Board legislation is accurately prepared, approved and sent to King County by November 30 of each year, and completion of jurisdiction survey as necessary.
- Manage the TPMPD's bid, RFP and RFQ process, establishing the timeline applicable for receipt of submittals, and ensure noticing requirements are met and documented
- Ensure compliance with all federal, state and local fiduciary and regulatory requirements including:
  1. WAC 246-260 Water Recreation Facilities.
  2. RCW 35.61 Metropolitan Park Districts.
  3. RCW 70.90 Water Recreation Facilities.
- Ensure that the District's website and social media sites are kept up to date and new information added in a timely manner.

**BUDGET AND FINANCE**

- Audit, review and provide guidance to the Board of Commissioners to ensure all aspects of the District (operational and district related) operate within the approved annual budget.
- Collaborate with the Director of Aquatics Operations, in developing and preparing the annual operational budget.
- Develop and prepare District related areas of budget.



- Prepare any annual budget amendments as needed for Board approval by Nov.1 and timely submission to State agencies. Oversee the District operations to ensure expenditures are within the Board approved annual budget.
- Review annual assessment as provided by the King County Assessor's Office, analyze and prepare the recommended annual levy amount necessary for continued TPMPD operations, present findings to the Board, complete required documentation and ensure timely submission to King County.
- Develop, document and ensure effective audit processes and documentation.
- Ensure annual reports and required periodic audits for the Washington State Auditor's Office are completed, filed and or performed, coordinating with the District CPA as necessary.
- Monitor and maintain all District bank accounts including necessary transfers.
- Work with the Director of Aquatics Operations to identify performance metrics for revenue and operational expenses and review monthly with the Board of Commissioners.
- Provide monthly and annual financial reporting to the Board of Commissioners.
- Develop short and long-term budget forecasting.

#### **WORKING CONDITIONS**

- Maintain regular, on-site District office hours as approved by the President of the Board of Commissioners.
- Attendance required at:
  - Regular meetings of the Board of Commissioners [the second (2<sup>nd</sup>) Monday of each month beginning at 6:00 p.m. - subject to change].
  - Special Meetings of the Board of Commissioners as scheduled.
  - Administrative / Finance Committee Meetings as requested.
  - Local travel for District related business as needed.
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer.

#### **HOURS, WAGE & BENEFITS**

- This position is hourly, part-time (20 to 25 hours per week).
- The successful candidate is expected to work 20 to 25 hours per week, and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required.
- Wage: \$25.00 per hour.
- Benefits: Our benefits include family use of the facility; an allowance equal to 15% of gross hourly wage, up to 40 hours per week (to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases.



## Head Lifeguard

### SUMMARY

Under the direction of the Director of Aquatics Operations and/or Assistant Aquatics Manager, Head Lifeguards are responsible for the safety and well-being of patrons at the Tukwila Pool and for providing instruction on swimming techniques and water safety. The Head Lifeguard will be at least 18 years of age, and hold the following current certificates: Lifeguard Training, including CPR.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- A Head Lifeguard's main duty is to provide for the safety of the patrons utilizing the facility. This is accomplished by preventing accidents; minimizing or eliminating hazardous situations; responding quickly to all emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Act as a role model to employees in meeting all safety and performance standards.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provides a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Follows a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensures that the entire aquatic facility is maintained in excellent condition, and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Develops and maintains internal and external relationships to foster collaborative community connections.
- Instructional Shifts as assigned.
- Performs other duties as needed.

### MINIMUM QUALIFICATIONS

- Lifeguard Certification or equivalent
- Minimum age: 18 years (no maximum)
- Strong swimming ability required.
- Ability to pass an FBI & WSP background check.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually loud when in the facility.



**Rate of pay**

\$15.00 per hour for new hires. Experienced Lifeguards are eligible for a higher pay rate in keeping with the TPMPD pay structure.



## Lifeguard

### SUMMARY

Under the direction of an assigned supervisor, Lifeguards are responsible for the safety and well-being of patrons at the Tukwila Pool. The Lifeguard will be at least 16 years of age, and hold a current Lifeguard Certification, including CPR.

### Essential Duties and Responsibilities

- A Lifeguard's main duty is to provide for the safety of the patrons utilizing the facility. This is accomplished by preventing accidents; minimizing or eliminating hazardous situations; responding quickly to all emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Lifeguards are encouraged to provide swimming instruction and water safety training to the public for an additional \$1 per hour premium pay.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Lifeguards know, enforce, and adhere to all facility rules and regulations.
- Lifeguards must keep their eyes, ears, and mind on the water at all times when on duty --the unguarded moment may mean a life.
- Must understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Must attend monthly in-service trainings and meet all training requirements.
- Must clean one or more areas in the facility every shift.
- Assist with equipment set up and clean up for classes, activities and rentals.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel, etc.
- Interact with the public and patrons respectfully as a representative of the Tukwila Pool Metropolitan Park District.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Certain shifts will require the ability to operate the point of sale system and register, including processing lesson registrations and membership sales.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Lifeguard Certification or equivalent (those without this certification are encouraged to apply to the Lifeguard Trainee Program, see below).
- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Ability to pass an FBI & Washington State Patrol background check.

### Lifeguard Trainee Program

Applicants who are not currently Lifeguard certified may be accepted as a Lifeguard Trainee and provided with Lifeguard Certification training. The course fee of \$150 will be refunded in full after 11 continuous weeks of satisfactory employment as a Lifeguard with the Tukwila Pool.

Scholarships are available to cover the cost of the course for Tukwila residents or those who attend a Tukwila school. Scholarship forms can be found on Tukwila Pool website at:  
<http://www.tukwilapool.org/swimming-lessons/swim-lesson-scholarships>



Candidates who successfully complete the program earn an American Red Cross Lifeguard Certification which is good for 2 years. Prior to beginning the certification course, candidates must attend a Lifeguard Prerequisite Class where they will demonstrate swimming 300 yards (6 laps) continuously, treading water for 2 minutes, and retrieving a weight from the bottom of the pool within 1 minutes and 40 seconds. Those who pass the prerequisite class will be accepted into the Lifeguard Trainee program and permitted to register for the Lifeguard Certification Course.

The Lifeguard Certification course requires a commitment of 25 hours of course instruction. Acceptance into the Lifeguard Trainee program is not a guarantee of future employment. Candidates will be evaluated for their ability and skills over the course of the program and a position may be offered after completing the program. Candidates are not paid during the Lifeguard Certification training.

**Physical Demands & Working Environment**

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

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

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

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

**Rate of pay**

\$12.50 per hour for new hires with no previous Lifeguarding experience. Swim instruction or early morning (5:00am) shifts include an additional \$1.00 per hour premium. Experienced Lifeguards are eligible for a higher pay rate in keeping with the TPMPD pay structure.

**Hours/Shifts**

This is a part-time position and is not eligible for benefits. Shifts are available in the morning, afternoon and evening. Shifts are between 4-7 hours per day, and 2-5 days per week depending on availability. Typical schedule may include night and weekend shifts. Lifeguards generally work between 10 and 30 hours per week depending on the applicant's availability. Shifts assignments are considerate of outside commitments whenever possible.





## Swimming Instructor

### SUMMARY

Under the direction of an assigned supervisor, Swim Instructors are responsible for providing instruction on swimming techniques and water safety to patrons at the Tukwila Pool. A Swim Instructor must be at least 16 years of age, and hold a valid First Aid/CPR certificate (may be earned during the training period).

### Essential Duties and Responsibilities

- A Swim Instructor's main duty is to provide quality swimming instruction and water safety training.
- Swim Instructors are key in preventing accidents; minimizing or eliminating hazardous situations; responding quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life).
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Attend monthly in-service trainings and meet all training requirements.
- Interact with pool patrons, including parents of students, in a manner that is pleasant and respectful at all times.
- Clean one or more areas in the facility every shift.
- Assist with equipment set up and clean up for classes, activities and rentals.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Work well with children
- Ability to pass an FBI and Washington State Patrol background check

### Training

Swim Instructor candidates will be educated on how to provide quality swimming instruction and water safety training to meet the standard of the Tukwila Pool. This training may take several weeks and candidates will be paid during the training period. Candidates will be certified in First Aid/CPR during the training period and may have the opportunity to earn an American Red Cross Water Safety Instructor Certificate.

At the conclusion of the training period, candidates may be offered a staff position as a Swim Instructor.

### Physical Demands & Working Environment

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





- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.  
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$13.50 per hour for new hires with no previous experience as a swim instructor. Experienced Swim Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.

**Classification & Scheduling**

This position is classified as part-time, temporary and is not eligible for benefits. Typical schedule may include night and weekend shifts. Swim Instructors generally work between 10 and 20 hours per week depending on the applicant's availability.



## Water Exercise Instructor

### SUMMARY

Under the direction of an assigned supervisor, Water Exercise Instructors are responsible for providing leading classes and providing water exercise instruction to patrons at the Tukwila Pool. A Water Exercise Facilitator must be at least 16 years of age, and hold a valid First Aid/CPR certificate (may be earned during the training period).

### Essential Duties and Responsibilities

- A Water Exercise Instructor's main duty is to provide quality water exercise instruction.
- Water Exercise Instructors are key in preventing accidents; minimizing or eliminating hazardous situations; alerting Lifeguards quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life).
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Attend monthly in-service trainings and meet all training requirements.
- Interact with pool patrons in a manner that is pleasant and respectful at all times.
- Set up equipment and clean up after classes.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Work well with all ages
- Ability to pass an FBI and Washington State Patrol background check

### Training

Water Exercise Instructor candidates will be educated on how to provide quality programming to meet the standard of the Tukwila Pool. This training may take several weeks and candidates will be paid during the training period. Candidates will be certified in First Aid/CPR during the training period. Candidates may be hired on a conditional basis, pending completion of training and ability to satisfactorily meet the needs of the position.

### Physical Demands & Working Environment

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

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects,



tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 25 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems.
- The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$14.50 per hour for new hires with no previous experience as a Water Exercise Instructor. Experienced Swim Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.

**Classification & Scheduling**

This position is classified as part-time, temporary and is not eligible for benefits. Typical schedule may include night and weekend shifts. Water Exercise Instructors generally work between 5 and 15 hours per week depending on the applicant's availability.



## Front Desk Attendants

Under the direction of an assigned supervisor, perform receptionist duties and support recreation programs and activities. Responsible for providing customer service, information to the public both in person and over the phone, taking and processing class registrations and facility rentals, explaining and enforcing rules and regulations, successfully operating the cash register. Front Desk Attendants are in a position which places them in the public view where they are under constant scrutiny, and that the efficiency of the entire operation will be judged by the manner in which they perform their duties.

### Essential Duties and Responsibilities

- Act as customer service representative at the front desk in a manner that is pleasant and respectful at all times and with an understanding that every Tukwila resident is part “owner” of the Tukwila Pool.
- Provide information to the public, take messages, refer calls, visitors or questions to the appropriate personnel as needed.
- Ability to learn to operate the cash register as well as computer registration software including: taking payments & making change; processing registrations; operate computer point of sale system.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Maintain supply of current flyers, brochures, forms and attendance sheets.
- Communicate information with co-workers.
- Keep First Aid supplies stocked and organized, notify supervisor of shortages, know 911 emergency procedures and have the ability to be certified in First Aid and CPR.
- File as needed; keep front desk tidy and organized; deliver and distribute the mail.
- Maintain regular, reliable, and punctual attendance; work flexible evening and/or weekend hours as required.
- Know, enforce, and adhere to all facility rules and regulations.
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Attend monthly in-service trainings and meet all training requirements.
- Clean one or more areas in the facility every shift.
- Other duties as assigned.

### Minimum Qualifications

- Good customer service skills, which include a pleasant manner, flexibility, problem-solving skills, and the ability to handle multiple tasks.
- Ability to communicate well both orally and in writing.
- Ability to be self-motivated and work under little supervision.
- Computer and cash register experience preferred.
- CPR and First Aid Certification required (or ability to obtain within 3 months).
- Ability to pass an FBI & WSP background check.



### **Physical Demands & Working Environment**

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

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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

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

### **Rate of pay**

\$12.00 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

### **Hours/Shifts**

This is a part-time position. Shifts assignments are usually 7 to 9 hours long (including a ½ hour meal break), from 1 to 3 days per week depending on availability. Some weekend shifts may be required, but not often. Shifts assignments are considerate of outside commitments (such as school) whenever possible.



## Front Desk Lead

### Duties

Same as Front Desk Attendants, with additional duties as assigned by the Director of Aquatics Operations.

### Rate of pay

\$13.00 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## Building Maintenance Worker I

### Job Description

Under the direction of the Director of Aquatics Operations (DoAO) and or the Building Maintenance Worker II, this position is responsible for various duties associated with keeping the building in excellent shape in terms of visual appeal, function and safety for individuals in the building. They will possess a varied skillset and will be expected to handle maintenance and repairs in plumbing, painting, electrical, carpentry, pool related systems and other issues that occur in and around the building.

#### Essential Duties and Responsibilities

- Perform routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the buildings do not deteriorate.
- Perform basic maintenance and repair tasks such as carpentry, plumbing, and electrical to ensure building is properly and safely maintained and minimizing downtime of facility and systems.
- Clean and repair interior and exterior building fixtures including lights, locks, windows, doors, walls, floors, gutters and drains.
- Perform interior and exterior tasks as needed including pressure washing, window washing, and landscaping.
- Use proper techniques and procedures, and maintain a clean work area to ensure safe working practices and environment.
- Organize and put away needed equipment. Report damaged equipment
- Performs other duties as needed.

#### Minimum Qualifications

- Must have a minimum of 2 years related job experience, including plumbing, electrical and a basic understanding of buildings and the operation and maintenance of building systems. Knowledge of safe and correct operation of the equipment, procedures, and technique to perform the required tasks.
- Must provide own basic hand, power, and plumbing tools.
- Must have driver's license and vehicle available.
- Ability to pass an FBI & WSP background check.

#### Physical Demands & Working Environment

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

- While performing the duties of this job, the employee is frequently required to, walk, stand, sit, and talk or hear. The employee is frequently required to crouch; stoop; crawl; kneel; shovel; carry, work in narrow and/or confining spaces: underground, overhead, and at ground level; twist of the waist, shoulders, and legs; and lie on stomach and/or back. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms including: semi – reaching to full-reach overhead
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The employee must have the ability to lift equipment, and to erect and stand on ladders and platforms at heights up to 30 feet.

The work environment characteristics described here are representative of those an employee encounters



while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**Rate of pay**

\$20 per hour.

**Hours/Shifts**

This is an hourly position and is not eligible for benefits. The employee must be available for weekend, after hours and on call shifts.





## **Building Maintenance Worker II**

### **Job Description**

Under the direction of the Director of Aquatics Operations (DoAO) this position is responsible for various duties associated with keeping the building in excellent shape in terms of visual appeal, function and safety for individuals in the building. They will possess a varied skillset and will be expected to handle maintenance and repairs in plumbing, painting, electrical, carpentry, pool related systems and other issues that occur in and around the building.

#### **Essential Duties and Responsibilities**

- Prepared to handle multiple projects simultaneously.
- Demonstrated skills in organization, time management, coordination of workload, and ability to work independently with minimal supervision.
- Ability to identify larger repairs and report recommendations to the DoAO.
- Operate and perform routine maintenance on pool related systems.
- Perform routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the buildings do not deteriorate.
- Perform basic maintenance and repair tasks such as carpentry, plumbing, and electrical to ensure building is properly and safely maintained and minimizing downtime of facility and systems.
- Clean and repair interior and exterior building fixtures including lights, locks, windows, doors, walls, floors, gutters and drains.
- Perform interior and exterior tasks as needed including pressure washing, window washing, and landscaping.
- Use proper techniques and procedures, and maintain a clean work area to ensure safe working practices and environment.
- Organize and put away needed equipment. Report damaged equipment.
- Performs other duties as needed.

#### **Minimum Qualifications**

- Must have a minimum of 5 years related job experience including plumbing, electrical and a basic understanding of buildings and the operation and maintenance of building systems. Knowledge of safe and correct operation of the equipment, procedures, and technique to perform the required tasks.
- Must provide own basic hand, power, and plumbing tools.
- Must have driver's license and vehicle available.
- Ability to pass an FBI & WSP background check.

#### **Physical Demands & Working Environment**

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

- While performing the duties of this job, the employee is frequently required to, walk, stand, sit, and talk or hear. The employee is frequently required to crouch; stoop; crawl; kneel; shovel; carry, work in narrow and/or confining spaces: underground, overhead, and at ground level; twist of the waist, shoulders, and legs; and lie on stomach and/or back. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms including: semi – reaching to full-reach overhead.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.



- The employee must have the ability to lift equipment, and to erect and stand on ladders and platforms at heights up to 30 feet.

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

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

**Rate of pay**

\$25 per hour.

**Hours/Shifts**

This is an hourly position and is not eligible for benefits. The employee must be available for weekend, after hours and on call shifts.