



# 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, March 11, 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**

N/A

<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>	<ul style="list-style-type: none"> <li>a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) January 14, 2019 Regular Meeting March 1, 2019 Special Meeting</li> <li>b) Approve Vouchers (January and February)</li> </ul>	<ul style="list-style-type: none"> <li>Page 5</li> <li>Page 7</li> <li>Page 9</li> </ul>
<b>06. REPORTS</b>	<ul style="list-style-type: none"> <li>a) Commissioners</li> <li>b) Director of Aquatics Operations</li> <li>c) District Administrator</li> <li>d) Financial</li> <li>e) Tukwila Pool Advisory Committee (TPAC)</li> <li>f) Programming &amp; Outreach Committee</li> </ul>	<ul style="list-style-type: none"> <li>Page 23</li> <li>Page 24</li> <li>Page 33</li> <li>Page 34</li> <li>Page 49</li> <li>Page 58</li> </ul>
<b>07. BUSINESS ITEMS:</b>	<ul style="list-style-type: none"> <li>a) Director of Aquatics Operations Hiring Status</li> <li>b) Finance Committee and Programming &amp; Outreach Committee Appointments for the April 2019 – March 2020 Term</li> <li>c) 2019 Election Preparation</li> <li>d) Employee Handbook Update from January 2019 BoC Meeting</li> <li>e) 2019 Retreat Update</li> <li>f) City of Tukwila, Tukwila Parks &amp; Recreation, and Tukwila School District Working Relations Discussion</li> <li>g) Tukwila Pool Facility Emergency Access Plan Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Page 59</li> <li>Page 60</li> <li>Page 61</li> <li>Page 62</li> <li>Page 93</li> <li>Page 94</li> <li>Page 95</li> </ul>
<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



03. RECOGNITION OF EMPLOYEE OF THE MONTH

## EMPLOYEE OF THE MONTH - FEBRUARY 2019



**Ethan Wagner**

**Ethan is a prime example of what a dutiful guard should look like.**

**He comes in prepared and ready for every single one of his shifts.**

**He truly values the responsibilities he has as a lifeguard.**

**Ethan is also shadowing with swim lessons. His swim team background will make him an awesome addition to the swim instructors.**



# 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*



**07. BUSINESS ITEMS:**

a) Authorized Signatures for Accounts Payable Voucher Approval: Resolution 2019-01

**Vanessa Zaputil made a motion to approve Resolution 2019-01. Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 4:0 at 7:06pm.**

b) 2019 Retreat Discussion

2019 Retreat Discussion began at 7:08pm. Christine Neuffer suggested the retreat take place earlier in the year and requested agenda and location suggestions. The following were suggested as possible topics:

- 1) Longevity and Recruiting of Commissioners
- 2) Big Picture Project Ideas

c) Employee Handbook Update: Effective 01/01/2019

**Vanessa Zaputil made a motion to approve the Employee Handbook Updates. Jeri Frangello-Anderson seconded. Discussion: Vanessa Zaputil suggested additional updates to improve consistency among all job descriptions.**

**Vanessa Zaputil withdrew motion at 7:32pm. Jeri Frangello-Anderson withdrew second. Kristine Selleck will make additional changes and present at the next meeting.**

**08. MISCELLANEOUS:** none

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

**10. ADJOURNMENT: Jeri Frangello-Anderson made a motion to adjourn the meeting. Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 7:36pm.**

ATTEST:

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Jeri Frangello-Anderson, Clerk of the Board

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Date:



# TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

## MINUTES

March 1, 2019

5:31 p.m.

Tukwila Pool, 4414 S 144<sup>th</sup> St, Tukwila WA

### CALL TO ORDER

President of the Board: Christine Neuffer called the meeting to order at 5:30 pm

Present: Commissioner Aaron Shipman, Jeri Frangello-Anderson

President: Christine Neuffer

Via Phone: Commissioner Ellen Gengler

Citizen: Sharon Shipman

**MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER ZAPUTIL  
COMMISSIONER JERI FRANGELLO-ANDERSON SECONDS.  
MOTION CARRIED**

### AGENDA

- Transition planning for hiring a new Director of Aquatics Operations
- Formation of Hiring Committee
- Community Farewell discussion

**MOVED BY COMMISSIONER SHIPMAN TO APPROVE THE AGENDA, SECONDED BY  
COMMISSIONER FRANGELLO-ANDERSON  
MOTION CARRIED**

### CITIZEN COMMENTS

None

### Business Items:

#### Transition Planning for hiring a new Director of Aquatics Operations:

Ellen suggested that our current Director of Aquatics Operations offer any input to the current job description if there are any changes she would recommend. President Neuffer to give direction to our current Director of Aquatics Operations (Michelle) to proceed with posting current Director of Aquatics Operations position. Posting to Indeed. Commissioner Shipman also suggested that we also use WRPA, posting at Tukwila Pool, Tukwila Pool Website, Facebook and other sites that was used previously. Posting to websites at Director of Aquatics Operations discretion. Email address to be set back up for [jobs@tukwilapool.org](mailto:jobs@tukwilapool.org) and all BOC members, District Administrator and Michelle Simpson to all receive these emails.

**Formation of Hiring Committee:**

President Neuffer suggested for the Hiring Committee to have 2 Commissioners, DA, DoAO, TPAC Member/Citizen. Commissioner Shipman concerned about too many members on the hiring committee. Current Assistant Managers also to be involved in reviewing resumes and interview process. Commissioner Gengler suggested that maybe a survey to be given to the current Assistant Managers to get input on what qualities they would like to see or offer any suggestions.

Commissioner Shipman nominated by President Neuffer, Frangello-Anderson seconded and Commissioner Gengler nominated Frangello-Anderson Commissioner Shipman seconded. Hiring Committee to meet on Wednesday 3/6/2019 with Michelle Simpson, DoAO and DA to address interview questions and process for moving forward. Discussion regarding the transition plan moving forward if we don't find a qualified applicant by March 28, 2019 and working with an interim plan in regard to current Assistant Managers. President Neuffer to discuss this plan with Michelle. Hiring committee to report progress at BOC Meeting March 11, 2019.

**Community Farewell Discussion:**

Discussion to offer the opportunity for the community to have a way to be able to offer thanks and appreciation to Michelle. Talk with Di to possibly create a memory box for pool patrons to be able to write a note to Michelle. Post to Facebook for citizen input and Commissioner Gengler suggested giving people the opportunity to possibly supply a video that Michelle could take with her. Commissioner Frangello-Anderson to reach out to the Tukwila Reporter to see if we may have time to put together a short article for the March issue. Jeri Frangello-Anderson and Sharon Shipman to work together to put something together with input from Commissioners, Kristine Selleck and staff.

**ADJOURNMENT**

**COMMISSIONER SHIPMAN MADE MOTION TO ADJOURN, COMMISSIONER FRANGELLO-ANDERSON SECOND. MEETING ADJOURNED AT 6:20 PM.**

ATTEST:

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

\_\_\_\_\_  
Date:





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/08/2019  
Total Amount: \$9,896.36  
Control Total: 13  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190102111504.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).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
<u>Christine</u> Authorized District Signature	<u>1/3/2019</u> Date	<u>Jessie Frangetta Anderson</u> Authorized District Signature
		<u>1/2/2019</u> Date
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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

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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190102111504.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9958273668	11/30/2018	\$138.90	RENTAL PERIOD: NOVEMBER 2018 CARBON DIOXIDE CYLINDER RENTAL
AIRGAS NATIONAL CARBONATION			9083672718	12/19/2018	\$140.95	DELIVERY DATE: 12/19/2018 CARBON DIOXIDE LIQUID BULK
ALARM CENTER, INC.			1150902	12/20/2018	\$90.00	SERVICE DATES: 01/01/2019 - 01/31/2019 FIRE AND SECURITY MONITORING FEES
AMERICAN RED CROSS			22152115	12/12/2018	\$300.00	2019 ANNUAL ARC AUTHORIZED PROVIDER FEE (FEE TO ALLOW AMERICAN RED CROSS PROGRAMS TO BE TAUGHT AT FACILITY)
CASCADE COMPUTER MAINTENANCE, INC.			1079832	12/24/2018	\$221.03	SERVICE DATE: 12/18/2018 CORRECTED BACKUPS AND BARCODE SCANNER
ORCA PACIFIC, INC.			37036	12/12/2018	\$141.90	SHIP DATE: 12/12/2018 POOL CHEMICALS
ORCA PACIFIC, INC.			37001	12/17/2018	\$360.10	SHIP DATE: 12/14/2018 POOL CHEMICALS
ORCA PACIFIC, INC.			37068	12/19/2018	\$36.17	SHIP DATE: 12/18/2018 FLOOR INLET ASSEMBLY, PENTAIR (WHITE)
PUGET SOUND ENERGY			20181221	12/21/2018	\$3,863.73	SERVICE DATES: 11/20/2018 - 12/20/2018 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20181219	12/19/2018	\$1,484.09	SERVICE DATES: 11/14/2018 - 12/18/2018 UTILITIES ELECTRIC
WALTER E NELSON CO.			683141	12/21/2018	\$1,054.50	SHIP DATE: 12/20/2018 JANITORIAL SUPPLIES
WATER DISTRICT NO. 125			20181220	12/20/2018	\$1,946.20	SERVICE DATES: 10/17/2018 - 12/17/2018 UTILITIES WATER (SCHEDULED MAINTENANCE - POOL DRAINED AND FILLED)
WINNING SEASONS			T2018271	11/21/2018	\$118.79	SHIP DATE: NOVEMBER 2018 STAFF SHIRTS



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/15/2019  
Total Amount: \$13,088.30  
Control Total: 6  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190107143323.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck, Bill Scans 01/05/2019</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).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u>Christina N. W.</u> Authorized District Signature	<u>1/7/2019</u> Date	<u>Jessie Franigille Anderson</u> Authorized District Signature
		<u>1/7/2019</u> Date
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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# Special District Voucher Approval Document

KCv2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190107143323.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIVIC PLUS			181660	12/31/2018	\$157.98	SERVICE DATES: 12/01/2018 - 12/31/2018 REVENUE PROCESSING SOFTWARE
COMCAST BUSINESS			20181228	12/28/2018	\$138.55	SERVICE DATES: 01/08/2019 - 02/07/2019 BUSINESS CABLE AND INTERNET
ORCA PACIFIC, INC.			37143	12/31/2018	\$198.66	SHIP DATE: 12/28/2018 POOL CHEMICALS
RICOH USA, INC.			101560701	01/04/2019	\$192.09	METER READ PERIOD: 11/24/2018 - 12/21/2018 ADDITIONAL IMAGES, TAXES
SUNBELT CONTROLS, INC			5032454	12/31/2018	\$594.02	SERVICE DATE: 12/12/2018 TROUBLESHOOT AND ADVISE FOR WEBCTRL SYSTEM
WA CITIES INSURANCE AUTHORITY			14407	01/01/2019	\$11,807.00	SERVICE DATES: 2019 - LIABILITY AND/OR PROGRAM ASSESSMENT FOR 2019: BOILER & MACHINERY, CRIME/FIDELITY, LIABILITY, PROPERTY



# Special District Voucher Approval Document

Scheduled Payment Date: 01/22/2019  
 Total Amount: \$10,425.33  
 Control Total: 3  
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20190114104940.csv  
 Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Amy O'Neill, Bill Scans 01/12/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
<p>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).</p>		
Authorized District Signature(s) for Payment of Claims ( <i>Auditing Officer(s) or Board Member(s)</i> ):		
<u>Christine Neill</u>	<u>1/14/2019</u>	<u>Jessie Farnelle Anderson</u> <u>1/14/19</u>
Authorized District Signature	Date	Authorized District Signature Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature Date

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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190114104940.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00118	01/01/2019	\$10,121.48	BILLING DATE: JANUARY 2019 BRIDGE LOAN PAYMENT
VALLEY VIEW SEWER DISTRICT			201901090382	01/09/2019	\$245.00	TPMPD MEETING SITE RENTAL: 4TH QUARTER 2018
VALLEY VIEW SEWER DISTRICT			20190101	01/01/2019	\$58.85	SERVICE DATES: 01/01/2019 - 01/31/2019 UTILITIES SEWER



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/29/2019  
Total Amount: \$7,175.64  
Control Total: 11  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190123075743.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Amy O'Neill, Bill Scans 01/21/2019</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).			
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):			
_____	_____	<u><i>Lucy Frangello-Anderson</i></u>	<u>1/23/2019</u>
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	<u><i>[Signature]</i></u>	<u>1/23/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date

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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190123075743.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9959007243	12/31/2018	\$138.90	RENTAL PERIOD: DECEMBER 2018 CARBON DIOXIDE CYLINDER RENTAL
CIT			32931116	01/07/2019	\$543.22	BILLING PERIOD: 12/17/2018 - 01/27/2018 EQUIPMENT RENTAL PLUS A ONE TIME DOCUMENTATION FEE OF \$75
FROULA ALARM SYSTEMS, INC.			188400	01/11/2019	\$1,391.37	SERVICE DATE: 12/28/2018 REPLACED MODULES, PULL STATIONS, AND SMOKE DETECTORS - PWR: SMALL WORKS COMBO FORM
FROULA ALARM SYSTEMS, INC.			188406	01/11/2019	\$855.14	SERVICE DATE: 12/07/2018 REPLACED MINI MODULES AND PULL STATION
FROULA ALARM SYSTEMS, INC.			188416	01/12/2019	\$730.93	SERVICE DATE: 12/06/2018 TROUBLESHOOT SYSTEM, REPLACED SMOKE DETECTORS, PULL STATION, MODULE
FROULA ALARM SYSTEMS, INC.			188408	01/11/2019	\$330.00	SERVICE DATE: 12/05/2018 TROUBLESHOOT ALARM PANEL, POWER CYCLE DEVICE
FROULA ALARM SYSTEMS, INC.			188417	01/12/2019	\$319.00	SERVICE DATE: 12/04/2018 ASSESS ALARM SYSTEM CONSTANT BEEPING
FROULA ALARM SYSTEMS, INC.			188393	01/11/2019	\$319.00	SERVICE DATE: 11/27/2018 ADDRESS TROUBLE ON ALARM DUE TO SENSOR TRIP DUE TO SCHEDULED MAINTENANCE
GDM PRIVATE FINANCIAL SOLUTIONS			60892	12/31/2019	\$851.00	CPA SERVICES: 12/4/2018 - 12/28/2018 - ADMIN CHANGES, BANKING ACCESS, AND RECORDS UPDATES (\$1251 LESS: \$400 COURTESY DISCOUNT)
MCKINSTRY CO LLC			10062956	12/31/2018	\$1,455.85	BILLING PERIOD: DECEMBER 2018 PREVENTIVE MAINTENANCE SERVICE BILLING PER CONTRACT - HVAC
ORCA PACIFIC, INC.			37264	01/14/2019	\$241.23	SHIP DATE: 01/11/2019 POOL CHEMICALS





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/05/2019  
Total Amount: \$5,266.45  
Control Total: 5  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKFLMPD\_APSUPINV\_20190128093754.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: Amy O'Neill, Bill Scans 01/25/2019	Email Address: accounting@tukwilapool.org

<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).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
Authorized District Signature	Date	<i>Jess Franzella-Anderson</i> 1/28/2019
Authorized District Signature	Date	<i>Vanessa</i> 1/29/19
Authorized District Signature	Date	

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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190128093754.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1156105	01/21/2019	\$90.00	SERVICE DATES: 02/01/2019- 02/28/2019 FIRE AND SECURITY MONITORING FEES
AMERICAN RED CROSS			22160096	01/16/2019	\$190.00	SERVICE DATE: 01/07/2019 - LIFEGUARDING CLASS
PUGET SOUND ENERGY			20190123	01/23/2019	\$3,821.24	SERVICE DATES: 12/20/2018 - 01/22/2019 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20190110	01/10/2019	\$1,457.91	SERVICE DATES: 12/18/2018 - 01/18/2019 UTILITIES ELECTRIC
W.M. SMITH & ASSOCIATES			24407	01/22/2019	\$707.30	SERVICE DATE: 01/14/2019 REPLACEMENT OF VALVE AND AUGMENTATION OF GRATE



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/19/2019  
Total Amount: \$2,163.99  
Control Total: 8  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190212134228.csv  
Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Amy O'Neill, Bill Scans 02/08/2019

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><i>[Signature]</i></u>	<u>02/12/2019</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date

<u><i>Jenny Fungello Anderson</i></u>	<u>2/12/19</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



## Special District Voucher Approval Document

KC v2.C

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190212134228.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIT			33064006	02/07/2019	\$320.65	BILLING PERIOD: 01/28/2019 - 02/27/2019
CIVIC PLUS			182684	01/31/2019	\$350.14	EQUIPMENT RENTAL, INSURANCE
COMCAST BUSINESS			20190128	01/28/2019	\$138.55	SERVICE DATES: 01/01/2019 - 01/31/2019 REVENUE PROCESSING SOFTWARE
FITT BALANCE LLC			1024	01/27/2019	\$350.00	SERVICE DATES: 02/08/2019 - 03/07/2019 BUSINESS CABLE AND INTERNET
ORCA PACIFIC, INC.			37398	01/28/2019	\$249.92	SERVICE DATES: 11/01/2018- 01/31/2019 - WEEKLY FRIDAY AND SUNDAY AQUATIC FITNESS CLASSES
ORKIN PEST CONTROL			179103494	01/25/2019	\$86.60	SHIP DATE: 01/25/2019 POOL CHEMICALS
SNURE LAW OFFICE, PSC			20190201	02/01/2019	\$372.00	SERVICE DATE: 01/23/2019 PC STANDARD - EOM 7-PC STANDARD (INDOOR SERVICE)
WINNING SEASONS			T2019003	01/15/2019	\$296.13	SERVICE DATE(S): 01/23 AND 01/25/2019 RE: RESEARCH AND ANALYSIS
						SHIP DATE: JANUARY 2019 STAFF UNIFORMS



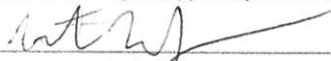

# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/26/2019  
Total Amount: \$8,269.93  
Control Total: 7  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190218174824.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Amy O'Neill, Bill Scans 02/15/2019</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>		
 Authorized District Signature	<u>2/20/19</u> Date	 Authorized District Signature
		<u>2/18/19</u> Date
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____



## Special District Voucher Approval Document

KE v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190218174824.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9959736020	01/31/2019	\$138.90	RENTAL PERIOD: JANUARY 2019 CARBON DIOXIDE CYLINDER RENTAL
FROULA ALARM SYSTEMS, INC.			20190201	02/01/2019	\$445.50	ADDITIONAL PWR FEES FOR INVOICES PAID ON 01/29/2019
GDM PRIVATE FINANCIAL SOLUTIONS			60961	01/31/2019	\$258.75	CPA SERVICES: JANUARY 2019 - RE: AP SIGNATURE FORM, 1099 FOR 2018
MCKINSTRY CO LLC			10066789	01/15/2019	\$7,075.16	JOB COMPLETED DATE: 01.04.2019 15 SHOWER BUTTONS INTENT: 938823, AFFIDAVIT 839384 - 7975.00 LESS 899.84 CREDIT
ORCA PACIFIC, INC.			37540	02/11/2019	\$249.92	SHIP DATE: 02/08/2019 POOL CHEMICALS
VALLEY VIEW SEWER DISTRICT			20190201	02/01/2019	\$61.40	SERVICE DATES: 01/01/2019 - 01/30/2019 UTILITIES SEWER
WALTER E NELSON CO.			689989	02/12/2019	\$40.30	SHIP DATE: 02/12/2019 JANITORIAL SUPPLIES - 83.60 LESS 43.30 CREDIT



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### a) Commissioners:

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



## Tukwila Pool Metropolitan Park District Operations Report for Jan/Feb 2019

March 11, 2019

### **Program Report:**

- Swim Lesson numbers are down due to not offering scholarships this year as we did last year. We also had a lot of missed classes due to facility closure with snow.
- We have sent out a survey through Rec 1 to ask people if they would like different days/times offered as well as get customers feedback. Results will be given by Jessica next programming meeting.
- Pass sales and scan membership scans are down because we were closed for 7 days total for snow. (Feb. 4, 5, 9, 10, 11, 12, 13 closed)

### **Maintenance report:**

- Fire Panel has been replaced!
- Fiberglass wall in the filter pit was loose and bolts needed to be replaced. Orca Pacific came out and replaced the bolts as well as fixed the automatic float valve that needed repair.

### **Staff**

- Justin attended the Leadership training with WCIA in Tacoma (3 days of class)
- Austin and Justin attended the Building Supervision 101 class with WCIA in Lacey this month.
- Jessica, Austin, Justin, Michelle, and Kristine attending the sexual harassment in the workplace webinar with WCIA.





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

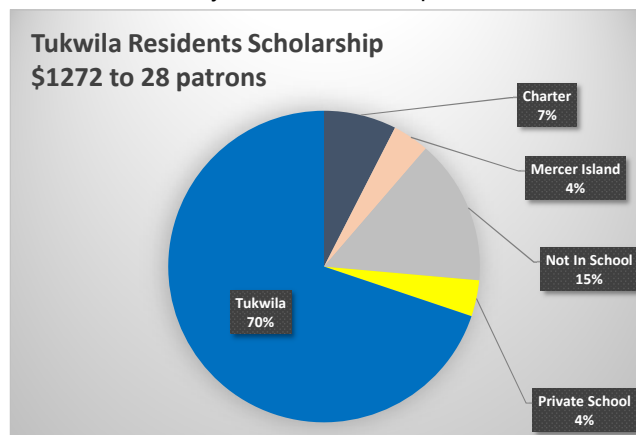
Category	December 2017	December 2018	January 2018	January 2019
341.70.10 Merchandise Sales (Taxable)	\$ 151.25	\$ 178.75	\$ 219.06	\$ 324.37
341.70.20 Merchandise Sales (Non-Taxable)	\$ 157.75	\$ 175.55	\$ 203.25	\$ 286.25
347.30.10 Pass Sales	\$ 3,201.07	\$ 2,910.12	\$ 1,974.27	\$ 3,434.21
347.30.20 General Admission	\$ 2,088.81	\$ 1,862.64	\$ 2,434.79	\$ 2,535.37
347.30.30 Special Events	\$ 117.27	\$ 41.36	\$ 207.71	\$ 157.26
347.60.10 Swim Classes/Instruction	\$ 562.50	\$ 304.00	\$ 6,885.00	\$ 8,837.50
347.60.20 Exercise Classes	\$ 73.00	\$ 259.00	\$ 338.50	\$ 130.75
347.60.30 Lifeguard Classes	\$ -	\$ 340.00	\$ -	\$ 110.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 70.00	\$ -	\$ 35.00
347.90.10 Advertising/Sponsorship	\$ -	\$ -	\$ -	\$ 30.00
362.40.10 Facility Rental (short-term)	\$ 424.56	\$ 54.55	\$ 405.45	\$ 390.91
362.40.20 Equipment (Locker) Rental	\$ -	\$ -	\$ -	\$ -
362.40.30 Facility Rental (long-term)	\$ 7,830.00	\$ 7,830.00	\$ 9,705.50	\$ 16,649.00
367.10.10 Cash Donations	\$ 222.00	\$ 100.30	\$ 3.75	\$ 9.35
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ 20,000.00	\$ -
369.80.00 Deposit Over / Short	\$ 9.75	\$ (0.75)	\$ 1.20	\$ (13.25)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 1,162.50	\$ 1,200.00	\$ 384.00	\$ 1,272.00
369.91.40 Discounts Applied	\$ -	\$ -	\$ -	\$ (46.82)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ 36.36
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
<b>Total Pool Operations Revenue</b>	<b>\$ 16,000.46</b>	<b>\$ 15,325.52</b>	<b>\$ 42,762.48</b>	<b>\$ 34,178.26</b>
313.11.00 Sales Tax Collected	\$ 586.86	\$ 505.58	\$ 515.57	\$ 686.59
<b>Total:</b>	<b>\$ 16,587.32</b>	<b>\$ 15,831.10</b>	<b>\$ 43,278.05</b>	<b>\$ 34,864.85</b>

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

Scholarship Funds Applied	December 2017	December 2018	January 2018	January 2019
Pre-School Classes	\$ 24.75	\$ -	\$ 196.00	\$ 24.00
Minnnow Swim Classes (Ages 5 & under)	\$ 297.00	\$ 240.00	\$ 152.00	\$ 380.00
Sharks Swim Classes (Ages 6+)	\$ 347.25	\$ 528.00	\$ 688.00	\$ 580.00
Super Strokes Swim Classes	\$ 291.50	\$ 96.00	\$ 192.00	\$ 48.00
Pre-Comp Swim Classes	\$ 202.00	\$ 216.00	\$ -	\$ 240.00
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 120.00	\$ -	\$ -
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,162.50</b>	<b>\$ 1,200.00</b>	<b>\$ 1,228.00</b>	<b>\$ 1,272.00</b>

Monetary Revenue from Swim Instruction Programs	December 2017	December 2018	January 2018	January 2019
347.60.30 Lifeguard Classes	\$ -	\$ 340.00	\$ -	\$ 110.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 70.00	\$ -	\$ 35.00
347.60.10 Swim Classes/Instruction	\$ 562.50	\$ 304.00	\$ 6,885.00	\$ 8,837.50
<b>Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):</b>	<b>\$ 1,725.00</b>	<b>\$ 1,914.00</b>	<b>\$ 8,113.00</b>	<b>\$ 10,254.50</b>

January 2019 Scholarship Statistics





Tukwila Pool Metropolitan Park District  
CivicPlus GL Summary  
January 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 156.51	\$ -	\$ 167.86	\$ 324.37
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 189.20	\$ -	\$ 97.05	\$ 286.25
Revenue	347.30.10: Pass Sales	\$ 350.57	\$ 209.32	\$ 2,874.33	\$ 3,434.21
Revenue	347.30.20: General Admission	\$ 1,465.63	\$ -	\$ 1,069.74	\$ 2,535.37
Revenue	347.30.30: Special Events	\$ 124.77	\$ -	\$ 32.49	\$ 157.26
Revenue	347.60.10: Swim Classes and Instruction	\$ 771.30	\$ 112.00	\$ 7,954.20	\$ 8,837.50
Revenue	347.60.20: Exercise Classes	\$ 88.00	\$ -	\$ 42.75	\$ 130.75
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ 110.00	\$ 110.00
Revenue	347.90.00: Other Fees-Pass through Red Cross	\$ -	\$ -	\$ 35.00	\$ 35.00
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ -	\$ 30.00	\$ 30.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ 390.91	\$ 390.91
Revenue	362.40.20: Equipment Rentals (Lockers)				\$ -
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 582.00	\$ 5,600.00	\$ 10,467.00	\$ 16,649.00
Revenue	367.10.10: Cash Donations	\$ 9.35	\$ -	\$ -	\$ 9.35
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (9.99)	\$ -	\$ (36.83)	\$ (46.82)
Revenue	395.10.00: Sales of Capital Assets	\$ 36.36	\$ -	\$ -	\$ 36.36
Liability	313.11.00: Sales Tax Collected	\$ 213.55	\$ 20.93	\$ 452.10	\$ 686.59
Totals for GL Codes		\$ 3,977.25	\$ 5,942.25	\$ 23,686.60	\$ 33,606.10
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ 1,272.00
Deposit Over/Short					\$ (9.95)
Total:					\$ 34,868.15



**Run On** 02/18/2019 01:53 PM

**Run By** TPMPD Bookkeeper

**From** 01/01/2019 12:00 AM

**To** 01/31/2019 11:59 PM

**Check-In Summary by Membership**

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018-1 Month Adult	59
2. 1 Month Memberships 2018-1 Month Family (2 Adults & Children)	4
3. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	220
4. 10 Visit Memberships 10x Adult	20
5. 10 Visit Memberships 10x Youth/Veteran/Senior	15
6. 10 Visit Memberships 2018 10x Adult	71
7. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	311
8. 3 Month Memberships 2018 3 Month Adult	27
9. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	76
10. Annual Memberships 1 Year Adult	24
11. Annual Memberships 1 Year Youth/Vet/Senior	91
12. Annual Memberships 2018-1 Year Adult	39
13. Annual Memberships 2018-1 Year Youth/Vet/Senior	132
14. Annual Memberships Employee Family Pass	1
15. Annual Memberships Youth/Senior Non-Resident	13
16. Exercise Pass 10 Visit 10x Exercise Adult	3
17. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	31
	1137
<b>Totals for Check-In Summary by Membership</b>	1137



Run On 02/18/2019 01:56 PM  
 Run By TPMPD Bookkeeper  
 From 01/01/2019 12:00 AM  
 To 01/31/2019 11:59 PM

**POS Summary Report**

Item Description	Quantity	Total
1. POS Item: *	1	\$0.00
2. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	70	\$318.31
3. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	103	\$468.53
4. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	6	\$27.27
5. POS Item: 2018 Adult (18-54) Resident Family Swim	27	\$110.51
6. POS Item: 2018 Adult (18-54) Resident Lap Swim	44	\$180.00
7. POS Item: 2018 Adult (18-54) Resident Open Swim	6	\$24.54
8. POS Item: 2018 Adult Exercise Class (18-54) Resident	2	\$13.00
9. POS Item: 2018 Adult Free Pass (18-54)	9	\$0.00
10. POS Item: 2018 Late Night (Friday) Resident	20	\$45.46
11. POS Item: 2018 NO SCHOOL Special (School Holiday)	6	\$13.65
12. POS Item: 2018 NO SCHOOL Special (Early Release)	3	\$6.82
13. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	16	\$47.20
14. POS Item: 2018 Senior (55+) NON-Resident Open Swim	3	\$8.86
15. POS Item: 2018 Senior (55+) Resident Family Swim	3	\$8.85
16. POS Item: 2018 Senior (55+) Resident Lap Swim	150	\$442.59
17. POS Item: 2018 Senior (55+) Resident Open Swim	4	\$11.80
18. POS Item: 2018 Senior Exercise (55+) NON-Resident	2	\$10.00
19. POS Item: 2018 Senior Exercise (55+) Resident	4	\$20.00
20. POS Item: 2018 Special Events NON-Resident	2	\$5.91
21. POS Item: 2018 Special Events Resident	45	\$132.93
22. POS Item: 2018 Special Events Resident-Canned Food Dona	9	\$18.42
23. POS Item: 2018 Veteran NON-Resident Lap Swim	4	\$11.81
24. POS Item: 2018 Veteran Resident Lap Swim	14	\$41.31
25. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	47	\$138.77
26. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	17	\$50.20
27. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	9	\$26.58
28. POS Item: 2018 Youth (3-17) Resident Family Swim	45	\$132.90
29. POS Item: 2018 Youth (3-17) Resident Lap Swim	109	\$321.93
30. POS Item: 2018 Youth (3-17) Resident Open Swim	33	\$97.48
31. Discount: Staff Price	32	\$44.00
32. POS Item: Clif Bar - staff	10	\$11.00
33. POS Item: Corn Nuts	40	\$56.25
34. POS Item: Corn Nuts - staff	3	\$2.25
35. POS Item: Donation	28	\$9.35
36. Discount: Staff Price	49	\$60.55
37. POS Item: Gatorade - staff	2	\$1.36
38. POS Item: Gold Fish	63	\$46.75
39. POS Item: Gold Fish - Staff	3	\$1.37
40. POS Item: Lock4sale	3	\$19.08
41. Discount: Staff Price	22	\$24.75
42. POS Item: Meat Stick - staff	9	\$6.75
43. POS Item: Nuts	25	\$18.50
44. POS Item: Nuts - staff	1	\$0.50
45. POS Item: Peanut Butter Crackers	74	\$35.25
46. POS Item: Peanut Butter Crackers - Staff	8	\$1.83
47. POS Item: Sales of Capital Assets (Air Compressor)	1	\$36.36
48. POS Item: Swim cap, silicone	4	\$36.36
49. POS Item: Swim Diaper	2	\$3.64
50. POS Item: Swim Goggles	18	\$114.50
51. Discount: Staff Price	11	\$11.25
52. POS Item: Trail Mix - staff	7	\$5.25
53. POS Item: TV Advertising (Monthly)	1	\$30.00
54. Discount: Staff Price	15	\$20.93
55. POS Item: Vitamin Water - staff	11	\$10.01
56. POS Item: Water	38	\$24.00
57. POS Item: Water - staff	17	\$7.67
<b>Totals for POS Summary Report</b>	<b>1310</b>	<b>\$3,375.14</b>
	1310	\$3,375.14



Revenue Report for March 2019 TPMPD Board Meeting  
January 2019 & February 2019 Monthly Comparison

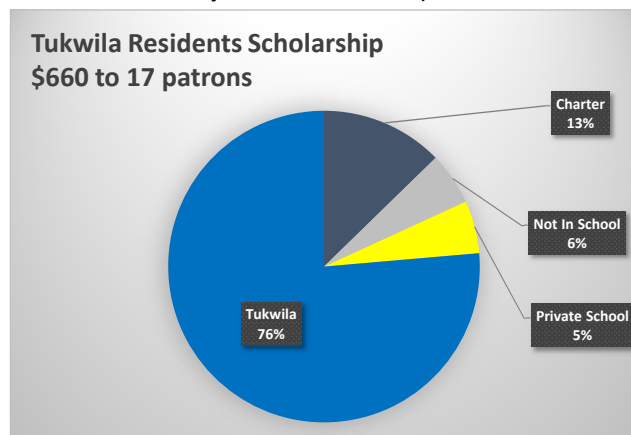
Category	January 2018	January 2019	February 2018	February 2019
341.70.10 Merchandise Sales (Taxable)	\$ 219.06	\$ 324.37	\$ 159.48	\$ 280.85
341.70.20 Merchandise Sales (Non-Taxable)	\$ 203.25	\$ 286.25	\$ 169.25	\$ 179.00
347.30.10 Pass Sales	\$ 1,974.27	\$ 3,434.21	\$ 1,133.37	\$ 1,634.03
347.30.20 General Admission	\$ 2,434.79	\$ 2,535.37	\$ 1,951.36	\$ 1,431.10
347.30.30 Special Events	\$ 207.71	\$ 157.26	\$ 274.14	\$ 194.99
347.60.10 Swim Classes/Instruction	\$ 6,885.00	\$ 8,837.50	\$ 6,035.00	\$ 4,593.00
347.60.20 Exercise Classes	\$ 338.50	\$ 130.75	\$ 166.50	\$ 200.75
347.60.30 Lifeguard Classes	\$ -	\$ 110.00	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 35.00	\$ -	\$ -
347.90.10 Advertising/Sponsorship	\$ -	\$ 30.00	\$ -	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 405.45	\$ 390.91	\$ 622.72	\$ -
362.40.20 Equipment (Locker) Rental	\$ -	\$ -	\$ 142.72	\$ -
362.40.30 Facility Rental (long-term)	\$ 9,705.50	\$ 16,649.00	\$ 7,831.50	\$ 15,049.00
367.10.10 Cash Donations	\$ 3.75	\$ 9.35	\$ 1.75	\$ 6.30
367.10.30 (.40 .50) Grant Revenue	\$ 20,000.00	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ 1.20	\$ (13.25)	\$ 5.25	\$ 5.00
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ 16.50	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 384.00	\$ 1,272.00	\$ 312.00	\$ 660.00
369.91.40 Discounts Applied	\$ -	\$ (46.82)	\$ -	\$ (66.34)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ 36.36	\$ -	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
<b>Total Pool Operations Revenue</b>	<b>\$ 42,762.48</b>	<b>\$ 34,178.26</b>	<b>\$ 18,821.54</b>	<b>\$ 24,192.68</b>
313.11.00 Sales Tax Collected	\$ 515.57	\$ 686.59	\$ 429.96	\$ 351.32
<b>Total:</b>	<b>\$ 43,278.05</b>	<b>\$ 34,864.85</b>	<b>\$ 19,251.50</b>	<b>\$ 24,544.00</b>

Revenue Report for March 2019 TPMPD Board Meeting  
January 2019 & February 2019 Monthly Comparison

Scholarship Funds Applied	January 2018	January 2019	February 2018	February 2019
Pre-School Classes	\$ 196.00	\$ 24.00	\$ -	\$ 52.00
Minnnow Swim Classes (Ages 5 & under)	\$ 152.00	\$ 380.00	\$ 500.00	\$ 200.00
Sharks Swim Classes (Ages 6+)	\$ 688.00	\$ 580.00	\$ 1,024.00	\$ 300.00
Super Strokes Swim Classes	\$ 192.00	\$ 48.00	\$ 108.00	\$ 36.00
Pre-Comp Swim Classes		\$ 240.00		\$ 72.00
Private Lessons				
Adult Swim Classes				
Lifeguard Classes				
<b>Total:</b>	<b>\$ 1,228.00</b>	<b>\$ 1,272.00</b>	<b>\$ 1,632.00</b>	<b>\$ 660.00</b>

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ -	\$ 110.00	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 35.00	\$ -	\$ -
347.60.10 Swim Classes/Instruction	\$ 6,885.00	\$ 8,837.50	\$ 6,035.00	\$ 4,593.00
<b>Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):</b>	<b>\$ 8,113.00</b>	<b>\$ 10,254.50</b>	<b>\$ 7,667.00</b>	<b>\$ 5,253.00</b>

February 2019 Scholarship Statistics





Tukwila Pool Metropolitan Park District  
CivicPlus GL Summary  
February 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 147.24	\$ -	\$ 133.61	\$ 280.85
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 129.50	\$ -	\$ 49.50	\$ 179.00
Revenue	347.30.10: Pass Sales	\$ 177.71	\$ 70.90	\$ 1,385.42	\$ 1,634.03
Revenue	347.30.20: General Admission	\$ 827.73	\$ -	\$ 603.37	\$ 1,431.10
Revenue	347.30.30: Special Events	\$ 109.31	\$ -	\$ 85.68	\$ 194.99
Revenue	347.60.10: Swim Classes and Instruction	\$ 387.00	\$ 70.00	\$ 4,136.00	\$ 4,593.00
Revenue	347.60.20: Exercise Classes	\$ 43.00	\$ -	\$ 157.75	\$ 200.75
Revenue	347.60.30: Lifeguard Classes				
Revenue	347.90.00: Other Fees-Pass through Red Cross				
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ -	\$ 15.00	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ -	\$ -
Revenue	362.40.20: Equipment Rentals (Lockers)				
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 192.00	\$ 5,760.00	\$ 9,097.00	\$ 15,049.00
Revenue	367.10.10: Cash Donations	\$ 6.30	\$ -	\$ -	\$ 6.30
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (14.27)	\$ -	\$ (42.07)	\$ (56.34)
Revenue	395.10.00: Sales of Capital Assets				
Liability	313.11.00: Sales Tax Collected	\$ 126.08	\$ 7.10	\$ 218.14	\$ 351.32
Totals for GL Codes		\$ 2,131.60	\$ 5,908.00	\$ 15,839.40	\$ 23,879.00
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ 660.00
Deposit Over/Short					\$ 5.00
Total:					\$ 24,544.00



**Run On** 03/05/2019 01:34 PM  
**Run By** TPMPD District Administrator  
**From** 02/01/2019 12:00 AM  
**To** 02/28/2019 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 Youth/Veteran/Senior	84
3. 10 Visit Memberships 10x Adult	19
4. 10 Visit Memberships 10x Youth/Veteran/Senior	14
5. 10 Visit Memberships 2018 10x Adult	57
6. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	183
7. 3 Month Memberships 2018 3 Month Adult	17
8. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	46
9. Annual Memberships 1 Year Adult	15
10. Annual Memberships 1 Year Youth/Vet/Senior	64
11. Annual Memberships 2018-1 Year Adult	14
12. Annual Memberships 2018-1 Year Youth/Vet/Senior	90
13. Annual Memberships Youth/Senior Non-Resident	8
14. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	13
	647
<b>Totals for Check-In Summary by Membership</b>	<b>647</b>



Run On 03/05/2019 01:36 PM  
 Run By TPMPD District Administrator  
 From 02/01/2019 12:00 AM  
 To 02/28/2019 11:59 PM

**POS Summary Report**

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	26	\$118.22
2. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	62	\$282.02
3. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	6	\$27.29
4. POS Item: 2018 Adult (18-54) Resident Family Swim	15	\$61.41
5. POS Item: 2018 Adult (18-54) Resident Lap Swim	15	\$61.35
6. POS Item: 2018 Adult (18-54) Resident Open Swim	10	\$40.92
7. POS Item: 2018 Adult Exercise Class (18-54) NON-Residen	2	\$13.00
8. POS Item: 2018 Adult Exercise Class (18-54) Resident	1	\$6.50
9. POS Item: 2018 Adult Free Pass (18-54)	9	\$0.00
10. POS Item: 2018 Late Night (Friday) Resident	16	\$36.36
11. POS Item: 2018 NO SCHOOL Special (School Holiday)	10	\$22.73
12. POS Item: 2018 NO SCHOOL Special (Early Release)	10	\$22.74
13. POS Item: 2018 Senior (55+) NON-Resident Family Swim	2	\$5.91
14. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	9	\$26.56
15. POS Item: 2018 Senior (55+) NON-Resident Open Swim	1	\$2.95
16. POS Item: 2018 Senior (55+) Resident Family Swim	2	\$5.90
17. POS Item: 2018 Senior (55+) Resident Lap Swim	70	\$206.56
18. POS Item: 2018 Senior Exercise (55+) Resident	6	\$30.00
19. POS Item: 2018 Shower (ID REQUIRED)	5	\$9.10
20. POS Item: 2018 Special Events Resident	69	\$203.85
21. POS Item: 2018 Veteran NON-Resident Family Swim	2	\$5.90
22. POS Item: 2018 Veteran NON-Resident Lap Swim	1	\$2.95
23. POS Item: 2018 Veteran Resident Lap Swim	7	\$20.65
24. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	28	\$82.68
25. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	22	\$64.94
26. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	6	\$17.72
27. POS Item: 2018 Youth (3-17) Resident Family Swim	35	\$103.37
28. POS Item: 2018 Youth (3-17) Resident Lap Swim	50	\$147.67
29. POS Item: 2018 Youth (3-17) Resident Open Swim	23	\$67.93
30. POS Item: 2018 Youth Exercise (3-17) Resident	1	\$5.00
31. Discount: Staff Price	21	\$28.70
32. POS Item: Corn Nuts	12	\$15.00
33. POS Item: Donation	21	\$6.30
34. Discount: Staff Price	28	\$29.25
35. POS Item: Gold Fish	71	\$52.25
36. POS Item: Lock4sale	1	\$6.36
37. POS Item: Meat Stick	14	\$15.00
38. POS Item: Nuts	17	\$12.25
39. POS Item: Peanut Butter Crackers	61	\$24.50
40. POS Item: Swim cap, silicone	3	\$27.27
41. POS Item: Swim Conditioner	2	\$14.55
42. POS Item: Swim Diaper	2	\$3.64
43. POS Item: Swim Goggles	16	\$101.79
44. POS Item: Swim Shampoo	2	\$14.55
45. Discount: Staff Price	8	\$7.50
46. POS Item: TV Advertising (Monthly)	1	\$15.00
47. Discount: Staff Price	30	\$34.58
48. Discount: Staff Price	22	\$16.32
	853	\$2,126.99
<b>Totals for POS Summary Report</b>		
	853	\$2,126.99





# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: March 11, 2019

SUBJECT: **District Administrator's Report**

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Your District Administrator has accomplished the following:

- a) Continuing work with our Bookkeeper. She has completely taken charge of daily operations revenue recording and routine voucher processing and is almost fluent in account reconciliations. I am confident she will be completing Renter Invoicing by next month.
- b) Completed developing a system for tracking resale inventory. Please note that each Point of Sale (POS) item now has one line in REC-1 (previously, there were two lines for each item: one for regular sales and another for staff discounted sales). It was not possible to track inventory this way. Employee discounts on food purchases is now tracked with our discounts GL Code.
- c) Cleaned up Quickbooks Online (QBO) Chart of Accounts and Budget Report Spreadsheet in order to improve consistency and make the reports easier to follow. These updates also include adding Previous Period Adjustment lines to the Budget Report Spreadsheet to accurately report our balances. It now matches what is reported in QBO, which is verified with account statements.
- d) Began 2018 Year End Reporting/Closing process:
  - i. Distributed W-2 and 1099 forms for Employees and Contracted Vendors and submitted the 1096 report to the IRS.
  - ii. Completed Schedule 01 of the Washington State Auditor's Office Annual Report and have been working on Schedule 09. I anticipate the full report will be completed ahead of schedule.
- e) Familiarized myself with WCIA's newly implemented Risk Management Information System, Origami, and used its portal to submit the 2018 Worker Hour Information from our Quarterly L&I Reports to WCIA. They use this information as part of next year's assessment process.
- f) Updated licenses for Office software and installed correct licenses on Pool devices.
- g) Updated our Elected Officials List with the Public Disclosure Commission.
- h) Attended WCIA Parks Facilities Risk Management 101 Training
- i) Attended King County Elections' Running for Office Workshop
- j) Continued working with our Director of Aquatics Operations on Vendor Service Contracts and Prevailing Wage Documentation.



# Tukwila Pool Metropolitan Park District

## BALANCE SHEET

As of January 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	60,416.02
111.11 US Bank Deposit Acct - 8744	32,428.56
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	394,224.36
115.21 KC Fund 175910010 General	<b>273,076.34</b>
<b>Total Bank Accounts</b>	<b>\$760,145.28</b>
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	610.70
<b>Total Other Current Assets</b>	<b>\$1,010.70</b>
<b>Total Current Assets</b>	<b>\$761,155.98</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>\$2,824,177.97</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	2,825.15
<b>Total Credit Cards</b>	<b>\$2,825.15</b>
Other Current Liabilities	
231.00 Payroll Liabilities	1,407.43
<b>Total Other Current Liabilities</b>	<b>\$1,407.43</b>
<b>Total Current Liabilities</b>	<b>\$4,232.58</b>
Long-Term Liabilities	
217.10 Bond Payable	414,353.27
227.00 Bridge Loan Payable	503,752.96
<b>Total Long-Term Liabilities</b>	<b>\$918,106.23</b>
<b>Total Liabilities</b>	<b>\$922,338.81</b>
Equity	<b>\$1,901,839.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,824,177.97</b>



Tukwila Pool Metropolitan Park District  
Budget Report  
03/11/2019 BoC Regular Meeting

	A	B	C	D	E	F	G	H	I	J	K	L
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
1												
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>	<b>427,786.63</b>	
3	<b>Revenues</b>											
4	<b>General Property Tax</b>											
5	Real and Personal Property Tax	311.10.00	Based on estimates provided by King County-assumption of 6% increase	790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	960,162.17	1,008,584.00	770.68	0.08%
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>960,162.17</b>	<b>1,008,584.00</b>	<b>770.68</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	7,398.95	7,450.00	686.59	9.22%
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>7,398.95</b>	<b>7,450.00</b>	<b>686.59</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	4,082.95	4,000.00	324.37	8.11%
12	Untaxed Merchandise (Non-taxable)	341.70.20		700.00	1,332.36	1,900.00	2,962.01	2,000.00	2,818.30	3,500.00	286.25	8.18%
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>6,901.25</b>	<b>7,500.00</b>	<b>610.62</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	28,239.24	25,000.00	3,434.21	13.74%
16	Activity Fees - General Admissions (Taxable)	347.30.20		31,200.00	29,895.49	27,000.00	36,576.41	38,500.00	34,938.38	36,500.00	2,535.37	6.95%
17	Activity Fees - Special Events (Taxable)	347.30.30		1,800.00	1,314.61	1,600.00	2,124.73	2,200.00	2,086.47	2,500.00	157.26	6.29%
18	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		80,000.00	61,278.50	93,000.00	65,973.68	60,000.00	88,362.60	85,000.00	8,837.50	10.40%
19	Program Fees - Exercise Classes (Non-taxable)	347.60.20		1,500.00	330.89	800.00	415.00	300.00	3,122.25	6,400.00	130.75	2.04%
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	1,565.00	3,750.00	110.00	2.93%
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	385.00	350.00	35.00	10.00%
22	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners						1,205.00	300.00	30.00	10.00%
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>159,903.94</b>	<b>159,800.00</b>	<b>15,270.09</b>	
24	<b>Interest</b>											
25	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported below: 2019 Capital Improvement Project/Lifetime Replacement Fund Budget	850.00	2,564.03	2,500.00	5,227.85	4,500.00	10,893.64	7,800.00	839.90	10.77%
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>10,893.64</b>	<b>7,800.00</b>	<b>839.90</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	4,295.69	6,500.00	390.91	6.01%
29	Equipment and Locker Rentals (Taxable)	362.40.20		1,000.00	328.76	1,200.00	985.96	500.00	407.26	-	-	
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	85,171.00	89,000.00	16,649.00	18.71%
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>89,873.95</b>	<b>95,500.00</b>	<b>17,039.91</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	179.10	250.00	9.35	3.74%
34	Gifts In-Kind (Non-taxable)	367.10.20			-		-					
35	Grant Revenue Swim Lessons	367.10.30						10,000.00	10,000.00	-	-	
36	Grant Revenue Junior Guard	367.10.40						5,000.00	5,000.00	-	-	
37	Grant Revenue Misc. Overhead	367.10.50						5,000.00	5,000.00	-	-	
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>20,179.10</b>	<b>250.00</b>	<b>9.35</b>	
39	<b>Miscellaneous Revenue</b>											
40	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information				53.27					
41	Deposit Over / Short	369.80.00					11.31		11.15		(13.25)	
42	Other Miscellaneous Revenue	369.91.00	provide detail if used		(23.84)		(362.43)					
43	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	7,909.00	10,000.00	1,272.00	12.72%
44	Adult Free Passes Applied	369.91.20	20% of those distributed			60.00	-					
45	Youth Free Passes Applied	369.91.30	20% of those distributed			300.00	9.00					
46	Discounts Applied	369.91.40					(44.00)				(46.82)	
47	Gift Certificates	369.91.50					322.00					
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>7,920.15</b>	<b>10,000.00</b>	<b>1,211.93</b>	
49	<b>Sales of Capital Assets</b>											
50	Sales of Capital Assets	395.10.00					272.73		13.64		36.36	
51			<b>Total 395 Sale of Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>272.73</b>	<b>-</b>	<b>13.64</b>	<b>-</b>	<b>36.36</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>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
55	<b>Prior Period Adjustment(s)</b>											
56	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance to match the General Ledger (QBO)						9,606.15			
57			<b>Total 388 Prior Period Adjustment(s)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,606.15</b>	<b>-</b>	<b>-</b>	
58			<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>1,272,852.94</b>	<b>1,296,884.00</b>	<b>36,475.43</b>	



Tukwila Pool Metropolitan Park District  
Budget Report  
03/11/2019 BoC Regular Meeting

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
59	<b>Expenditures</b>											
60	<b>Board Expenditures</b>											
61	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	4,000.00	9,600.00	384.00	4.00%
62	<b>BOC Supplies</b>											
63	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	100.00	-	0.00%
64	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	200.00	185.19	100.00	18.68	100.00	46.22	500.00	-	0.00%
65	BOC Meeting Food	576.20.100.30.30	retreat	250.00	120.97	250.00	102.07	250.00	149.80	250.00	-	0.00%
66	<b>BOC Services</b>											
67	Consultant Fees	576.20.100.40.10		500.00	23.50	500.00	-	300.00	-	300.00	-	0.00%
68	Transcription Services	576.20.100.40.20		3,200.00	5,634.00	5,400.00	3,238.00	750.00	-	750.00	-	0.00%
69	Meeting Site Rental	576.20.100.40.30		1,000.00	670.00	600.00	-	600.00	1,565.00	600.00	245.00	40.83%
70	Public Records Request	576.20.100.40.40		1,000.00	16.43	500.00	-	500.00	-	500.00	-	0.00%
71	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	200.00		200.00	-	100.00	-	100.00	-	0.00%
72	<b>BOC Development</b>											
73	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	58.45	200.00	43.60	200.00	-	200.00	-	0.00%
74	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	250.00	650.00	-	650.00	-	650.00	-	0.00%
75	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	-	200.00	-	0.00%
76	<b>BOC Intergovernmental Costs</b>											
77	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	-	-	-
78	<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>15,006.43</b>	<b>13,750.00</b>	<b>629.00</b>	
79	<b>Executive Expenditures</b>											
80	<b>Executive Salaries &amp; Wages</b>											
81	Executive Director/District Administrator Wages	576.20.200.10.10		45,000.00	43,854.09	46,456.00	36,890.94	37,740.00	36,393.49	33,100.00	4,067.00	12.29%
82	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		6,750.00	5,343.75	6,968.00	5,272.48	5,661.00	4,559.42	4,965.00	610.05	12.29%
83	<b>Executive Personnel Benefits</b>											
84	<b>Non-Taxable Benefits</b>											
85	FICA	576.20.200.20.11	Included in Pool Personnel Benefits	3,646.00		4,087.00	-					
86	Unemployment	576.20.200.20.12		912.00		2,420.00	-					
87	L & I	576.20.200.20.13		456.00		122.00	-					
88	<b>Executive Development</b>											
89	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	200.00		70.00	43.25	150.00	42.12	150.00	-	0.00%
90	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00		500.00	380.00	500.00	-	500.00	160.00	32.00%
91	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	650.00	1,296.25	200.00	-	200.00	11.34	200.00	-	0.00%
92	<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>41,006.37</b>	<b>38,915.00</b>	<b>4,837.05</b>	



Tukwila Pool Metropolitan Park District  
Budget Report  
03/11/2019 BoC Regular Meeting

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
93	<b>Shared Expenditures</b>											
94	<b>Shared Salary &amp; Wages</b>											
95	Bookkeeper Wages	576.20.300.10.10		12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	19,634.67	21,840.00	553.80	2.54%
96	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	1,242.42	3,276.00	83.07	2.54%
97	<b>Non-Taxable Benefits</b>											
98	FICA	576.20.300.20.11				575.00	-					
99	Unemployment	576.20.300.20.12	Included in Pool Personnel Benefits			450.00	-					
100	L & I	576.20.300.20.13				70.00	-					
101	<b>Shared Supplies/Equipment</b>											
102	<b>Office/Computer Supplies/Equipment (consumable)</b>											
103	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	1,500.00	16.02	1.07%
104	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	531.09	1,000.00	66.12	6.61%
105	<b>Office/Computer Supplies/Equipment (non-consumable)</b>											
106	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	3,000.00	337.53	11.25%
107	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	1,000.00	-	0.00%
108	<b>Shared Services</b>											
109	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	3,755.06	4,000.00	815.05	20.38%
110	Legal Services	576.20.300.40.20		13,750.00	5,037.00	10,000.00	5,912.00	8,000.00	2,446.00	6,000.00	-	0.00%
111	<b>Communication Services</b>											
112	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		200.00		50.00	
113	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	224.48	300.00	-	0.00%
114	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	1,500.00	37.80	2.52%
115	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	4,864.63	4,200.00	326.90	7.78%
116	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office (\$250), Adobe DC (\$200), When to Work (\$360), McAfee (\$40)	720.00	1,504.02	1,500.00	956.66	1,600.00	1,226.17	1,700.00	16.49	0.97%
117	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only		455.00	200.00	329.00	200.00	-	200.00	-	0.00%
118	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	5,126.86	5,500.00	735.31	13.37%
119	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported below: 2019 Capital Improvement Project/Lifetime Replacement Fund Budget	1,800.00	801.26	2,300.00	343.60	800.00	(743.47)	500.00	8.79	1.76%
120	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	5,024.92	6,000.00	917.03	15.28%
121	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	2,000.00	490.90	24.55%
122	Miscellaneous Services	576.20.300.40.70		1,000.00	0.02	500.00	-	500.00	-	200.00	-	0.00%
123	<b>Risk Management Services</b>											
124	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	2,383.83	2,900.00	4,035.44	139.15%
125	Pest Control	576.20.300.40.82	Orkin - quarterly \$165.51 total \$662.04	800.00	655.13	700.00	576.55	700.00	851.36	700.00	-	0.00%
126	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	17,500.00	11,807.00	67.47%
127	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	1,250.00	-	0.00%
128	<b>Financial Services</b>											
129	Accounting Serviced (Independent)	576.20.300.40.91	Independent		7,098.35		-					
130	CPA Services	576.20.300.40.92		10,000.00	7,458.50	10,000.00	6,627.50	8,000.00	4,300.00	6,000.00	851.00	14.18%
131	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	500.00	-	0.00%
132	<b>Shared Intergovernmental Services</b>											
133	External Taxes and Operating Assessments	576.20.300.50.10	include description	5,000.00	49.00	1,000.00	-					
134	Washington Business License	576.20.300.50.20					-		19.00			
135	Tukwila Business License	576.20.300.50.30					-					
136	Annual Permits	576.20.300.50.40	King Co Health	800.00	593.00	600.00	593.00	650.00	593.00	650.00		0.00%
137	Interlocal Agreements	576.20.300.50.50					-					
138	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		0.00%
139	<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>82,742.93</b>	<b>101,216.00</b>	<b>21,148.25</b>	



Tukwila Pool Metropolitan Park District  
Budget Report  
03/11/2019 BoC Regular Meeting

1	A	B	C	D	E	F	G	H	I	J	K	L
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
140	<b>Swimming Pool Expenditures</b>											
141	<b>Swimming Pool Salaries and Wages</b>											
142	Lifeguard Wages	576.20.400.10.10		65,116.00	71,867.59	96,000.00	108,028.79	126,450.00	129,910.22	182,015.00	10,249.06	5.63%
143	Instructor Wages	576.20.400.10.20		32,642.00	37,391.80	52,000.00	41,251.52	42,500.00	60,522.58	51,000.00	3,669.44	7.19%
144	Water Exercise Instructor Wages	576.20.400.10.25		-	-	-	-	-	551.50	4,000.00	226.80	5.67%
145	Head Guard Wages	576.20.400.10.30		43,275.00	36,090.33	-	-	-	-	-	-	-
146	Director of Aquatic Operations Salary	576.20.400.10.40		55,000.00	56,705.55	55,000.00	47,711.48	66,734.00	66,559.98	68,726.00	5,590.00	8.13%
147	Assistant Aquatics Manager Wages	576.20.400.10.50		40,000.00	30,261.64	75,000.00	80,564.74	89,000.00	105,707.03	124,280.00	10,784.90	8.68%
148	Front Desk Wages	576.20.400.10.60		45,197.00	40,562.32	44,000.00	34,254.08	50,100.00	29,238.93	30,000.00	2,038.33	6.79%
149	Maintenance Worker Wages	576.20.400.10.65		-	-	-	-	-	-	13,000.00	-	0.00%
150	Overtime Wages	576.20.400.10.70		-	1,365.00	-	14,532.98	7,500.00	6,249.25	7,500.00	877.74	11.70%
151	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	24,920.45	28,951.00	2,376.89	8.21%
152	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	4,185.68	-	37.34	-	-	-	-	-
153	<b>Swimming Pool Personnel Benefits</b>											
154	<b>Non-Taxable Benefits</b>											
155	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	37,560.96	44,236.35	3,190.03	7.21%
156	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	9,998.77	20,238.86	1,045.86	5.17%
157	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	13,151.85	15,000.00	1,018.36	6.79%
158	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-	-	-	-
159	<b>Swimming Pool Supplies</b>											
160	<b>Program Supplies and Equipment</b>											
161	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells \$20x10	200.00	179.40	200.00	139.80	200.00	318.17	300.00	-	0.00%
162	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	swim table	1,800.00	513.30	1,200.00	412.20	500.00	736.74	800.00	2,189.00	273.63%
163	Special Events Supplies & Equipment	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	2,810.34	3,000.00	270.56	9.02%
164	Staff Uniforms Supplies & Equipment	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	2,150.43	2,000.00	719.88	35.99%
165	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	1,740.00	209.96	12.07%
166	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	-	-	-	156.44	150.00	235.52	100.00	-	0.00%
167	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	-	-	-	243.22	500.00	2,591.56	500.00	-	0.00%
168	<b>Maintenance and Repairs Supplies</b>											
169	Pool Chemicals Supplies & Equipment	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	10,989.69	10,000.00	2,084.37	20.84%
170	Janitorial Supplies & Equipment	576.20.400.30.22		4,400.00	6,199.61	6,000.00	9,574.70	8,000.00	10,584.60	11,000.00	1,098.36	9.99%
171	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	5,000.00	970.23	19.40%
172	Landscaping Supplies & Equipment	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	1,000.00	-	0.00%
173	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	5,000.00	640.75	12.82%
174	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	49.83	200.00	-	0.00%



Tukwila Pool Metropolitan Park District  
Budget Report  
03/11/2019 BoC Regular Meeting

1	A	B	C	D	E	F	G	H	I	J	K	L
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
175	<b>Swimming Pool Services</b>											
176	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	9,599.39	11,220.00	932.94	8.31%
177	Translation Services	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	500.00	-	0.00%
178	Grant Translation	576.20.400.40.21						500.00	-	-	-	-
179	<b>Advertising &amp; Promotion</b>											
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	2,000.00	-	0.00%
181	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	3,362.13	4,000.00	3,564.38	4,000.00	4,657.19	4,000.00	-	0.00%
182	Advertising/Posting Fees (A&P)	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	1,000.00	-	0.00%
183	Promotional giveaways	576.20.400.40.34	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	500.00	-	0.00%
184	Outreach & Marketing Services	576.20.400.40.35	additional services as needed			4,000.00	600.00	2,000.00	387.56	2,000.00	-	0.00%
185	Grant Marketing	576.20.400.40.36						1,700.00	153.57		-	-
186	Grant Overhead	576.20.400.40.37						2,800.00	825.43		-	-
187	Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	1,500.00	-	0.00%
188	<b>Staff Development</b>											
189	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool staff only	-	-	-	189.62	400.00	1,352.03	1,000.00	-	0.00%
190	Tuition/Registration Fees (Staff development)	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	2,746.14	3,500.00	-	0.00%
191	<b>Rentals and Leases</b>											
192	Equipment Rentals	576.20.400.40.51		1,000.00	452.00	500.00	-	-	-	-	-	-
193	Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-	-	-	-	-	-
194	<b>Utilities</b>											
195	Electrical (Utilities)	576.20.400.40.61		16,000.00	15,033.65	16,000.00	15,996.92	17,600.00	16,219.91	19,000.00	1,484.09	7.81%
196	Gas (Utilities)	576.20.400.40.62		48,000.00	46,044.27	49,000.00	48,948.96	58,000.00	42,364.04	50,000.00	3,863.73	7.73%
197	Water (Utilities)	576.20.400.40.63		4,200.00	4,390.41	5,100.00	6,474.42	6,500.00	5,908.14	7,000.00	1,946.20	27.80%
198	Sewer (Utilities)	576.20.400.40.64		7,920.00	1,091.96	4,200.00	1,186.46	1,500.00	704.35	1,500.00	58.85	3.92%
199	Garbage Collection (Utilities)	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	1,000.00	-	0.00%
200	Storm Drain (Utilities)	576.20.400.40.66										
201	Other (Utilities)	576.20.400.40.67										
202	<b>Repairs and Maintenance Services</b>											
203	Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-	-	-	-	-	-
204	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Preventative Maintenance, Plumbing, Doors, Walls, Floors	20,000.00	20,533.89	20,000.00	31,799.21	40,000.00	62,912.49	30,000.00	1,455.85	4.85%
205	Equipment Repairs/Maintenance Services	576.20.400.40.73		4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	13,950.56	37,112.00	-	0.00%
206	Landscaping/Groundskeeping Services	576.20.400.40.74										
207	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	16.62	200.00	21.04	200.00	110.96	200.00	-	0.00%
208	<b>Miscellaneous Services</b>											
209	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	7,909.00	10,000.00	1,272.00	12.72%
210	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	350.00	-	0.00%
211	Aerobics Partner	576.20.400.40.93							1,275.00	2,400.00	-	0.00%
212	Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	1,000.00	-	500.00	-					
213	Adult Free Passes	576.20.400.40.95				60.00	-					
214	Youth Free Passes	576.20.400.40.96				300.00	9.00					
215	Discounts Applied	576.20.400.40.97										
216	Gift Certificates	576.20.400.40.98					322.00					
217	<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>710,464.64</b>	<b>815,369.21</b>	<b>60,264.18</b>	



Tukwila Pool Metropolitan Park District  
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1	A	B	C	D	E	F	G	H	I	J	K	L
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 01.31.2019	% of Budget
218	<b>Sales Tax</b>											
219	Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	7,501.34	7,450.00	505.58	6.79%
220	<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>7,501.34</b>	<b>7,450.00</b>	<b>505.58</b>	
221	<b>Debt Service Principle</b>											
222	City Bridge Loan (Principle)	591.76.300.70.10		105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	110,002.05	112,222.37	9,266.45	8.26%
223	Loans and Bonds (Principle)	591.76.300.70.20		93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	99,195.63	97,521.42	-	0.00%
224	<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>209,197.68</b>	<b>209,743.79</b>	<b>9,266.45</b>	
225	<b>Debt Service Interest</b>											
226	City Bridge Loan (Interest)	592.76.300.80.10		15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	11,455.71	9,235.39	855.03	9.26%
227	Loans and Bonds (Interest)	592.76.300.80.20		19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	13,934.37	15,608.58	-	0.00%
228	<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>25,390.08</b>	<b>24,843.97</b>	<b>855.03</b>	
229	<b>Park Facility Improvements and New Construction</b>											
230	CIP Supplies	595.76.300.30.00	Reported below: 2019 Capital Improvement Project/Lifetime Replacement Fund Budget	25,000.00	25,917.53							
231	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00						
232	<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>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
233	<b>Transfers Out</b>											
234	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	97,633.20	80,000.00	-	0.00%
235	<b>Total 597.00.300 Transfers Out</b>			<b>80,000.00</b>	<b>-</b>	<b>85,000.00</b>	<b>133,305.00</b>	<b>80,000.00</b>	<b>97,633.20</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>
236	<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>1,188,942.67</b>	<b>1,291,287.97</b>	<b>97,505.54</b>	
237												
238	<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>	<b>427,786.63</b>	
239	<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>1,272,852.94</b>	<b>1,296,884.00</b>	<b>36,475.43</b>	
240	<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>(1,188,942.67)</b>	<b>(1,291,287.97)</b>	<b>(97,505.54)</b>	
241	<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>427,786.63</b>	<b>386,032.38</b>	<b>366,756.52</b>	
242	<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>83,910.27</b>	<b>5,596.03</b>	<b>(61,030.11)</b>	
243	<b>Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures</b>											
244	<b>3 Months Operational and Debt Service Expenses:</b>			238,359.75	230,316.13	247,747.50	237,105.89	272,785.98	272,827.37	302,821.99	24,376.39	
245	<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>	<b>YES</b>	
246	<b>Tukwila Pool Metropolitan Park District 2019 Capital Improvement Project/Lifetime Replacement Fund Budget</b>											
247	Notes			2016 Adopted	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals			
248	<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>	<b>393,575.05</b>	
249	<b>Revenues</b>											
250				\$80,000.00		\$85,000.00	\$5,000.00	80,000.00	97,633.20	80,000.00	-	0.00%
251	Transfers in from General Fund											
252	*(\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)						\$110,105.00					
253	*2018 Transfer in 2017						\$18,200.00					
254	Prior Period Adjustment(s)								11,661.44			
255	Investment Income										665.60	
256	<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>\$109,294.64</b>	<b>\$80,000.00</b>	<b>\$665.60</b>	
257	<b>Expenditures</b>											
258	*2018: Diving Block Replacement			\$50,000				18,000.00	17,999.97			
259	*2018: Lighting Replacement							6,200.00	7,954.10			
260	*2018: Slide Maintenance							12,000.00	13,354.00			
261	*2018: Pool Covers							12,501.00	16,830.62			
262	*2018: Lane Dividers								3,336.80			
263	*2018: Security Cameras								9,549.10			
264	*2019 Proposed: Pool Liner									55,000.00		0.00%
265	Bank Charges										16.29	
266	<b>Total Expenditures</b>			<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,701.00</b>	<b>69,024.59</b>	<b>55,000.00</b>	<b>16.29</b>	
267												
268	<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>	<b>393,575.05</b>	
269	<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>\$109,294.64</b>	<b>\$80,000.00</b>	<b>\$665.60</b>	
270	<b>Total Expenditures</b>			<b>(50,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(48,701.00)</b>	<b>(69,024.59)</b>	<b>(55,000.00)</b>	<b>(16.29)</b>	
271	<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>393,575.05</b>	<b>417,029.51</b>	<b>394,224.36</b>	





# Tukwila Pool Metropolitan Park District

## BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

January 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	770.68	84,048.67	-83,277.99	0.92 %
<b>Total 311 General Property Tax</b>	<b>770.68</b>	<b>84,048.67</b>	<b>-83,277.99</b>	<b>0.92 %</b>
313 Local Retail Tax				
313.11.00 Sales Tax Collected	686.59	620.83	65.76	110.59 %
<b>Total 313 Local Retail Tax</b>	<b>686.59</b>	<b>620.83</b>	<b>65.76</b>	<b>110.59 %</b>
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	324.37	333.33	-8.96	97.31 %
341.70.20 Untaxed Merchandise (Non-taxable)	286.25	291.67	-5.42	98.14 %
<b>Total 341 Merchandise</b>	<b>610.62</b>	<b>625.00</b>	<b>-14.38</b>	<b>97.70 %</b>
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	3,434.21	2,083.33	1,350.88	164.84 %
347.30.20 Activity Fees - General Admissions (Taxable)	2,535.37	3,041.67	-506.30	83.35 %
347.30.30 Activity Fees - Special Events (Taxable)	157.26	208.33	-51.07	75.49 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	8,837.50	7,083.33	1,754.17	124.76 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	130.75	533.33	-402.58	24.52 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	110.00	312.50	-202.50	35.20 %
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)	35.00	29.17	5.83	119.99 %
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)	30.00	25.00	5.00	120.00 %
<b>Total 347 Cultural and Recreation</b>	<b>15,270.09</b>	<b>13,316.66</b>	<b>1,953.43</b>	<b>114.67 %</b>
361 Interest				
361.10.00 Interest and Other Earnings				
361.10.00.01 Interest General Fund	839.90	650.00	189.90	129.22 %
<b>Total 361.10.00 Interest and Other Earnings</b>	<b>839.90</b>	<b>650.00</b>	<b>189.90</b>	<b>129.22 %</b>
<b>Total 361 Interest</b>	<b>839.90</b>	<b>650.00</b>	<b>189.90</b>	<b>129.22 %</b>
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)	390.91	541.67	-150.76	72.17 %
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	16,649.00	7,416.67	9,232.33	224.48 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 362 Rents, Leases and Concessions</b>	<b>17,039.91</b>	<b>7,958.34</b>	<b>9,081.57</b>	<b>214.11 %</b>
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	9.35	20.83	-11.48	44.89 %
<b>Total 367 Contributions from Private Sources</b>	<b>9.35</b>	<b>20.83</b>	<b>-11.48</b>	<b>44.89 %</b>
369 Miscellaneous Revenue				
369.80.00 Deposit Over/Short	-13.25		-13.25	
369.91.10 Scholarship Funds Applied	1,272.00	833.33	438.67	152.64 %
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-46.82		-46.82	
<b>Total 369.91.40 Discounts Applied</b>	<b>-46.82</b>		<b>-46.82</b>	
<b>Total 369 Miscellaneous Revenue</b>	<b>1,211.93</b>	<b>833.33</b>	<b>378.60</b>	<b>145.43 %</b>
395 Sale of Capital Assets				
395.10.00 Sales of Capital Assets	36.36		36.36	
<b>Total 395 Sale of Capital Assets</b>	<b>36.36</b>		<b>36.36</b>	
<b>Total Income</b>	<b>\$36,475.43</b>	<b>\$108,073.66</b>	<b>\$ -71,598.23</b>	<b>33.75 %</b>
<b>GROSS PROFIT</b>	<b>\$36,475.43</b>	<b>\$108,073.66</b>	<b>\$ -71,598.23</b>	<b>33.75 %</b>
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend	384.00	800.00	-416.00	48.00 %
576.20.100.30.10 BOC Office Supplies		8.33	-8.33	
576.20.100.30.20 BOC Equipment		41.67	-41.67	
576.20.100.30.30 BOC Meeting Food		20.83	-20.83	
576.20.100.40.10 Consultant Fees		25.00	-25.00	
576.20.100.40.20 Transcription Services		62.50	-62.50	
576.20.100.40.30 Meeting Site Rental	245.00	50.00	195.00	490.00 %
576.20.100.40.40 Public Records Requests		41.67	-41.67	
576.20.100.40.50 Travel (BOC non-development)		8.33	-8.33	
576.20.100.40.61 Travel/Transportation (BOC Development)		16.67	-16.67	
576.20.100.40.62 Tuition/Registration Fees (BOC Development)		54.17	-54.17	
576.20.100.40.70 BOC Notices/Ads		16.67	-16.67	
<b>Total 576.20.100 Board Expenditures</b>	<b>629.00</b>	<b>1,145.84</b>	<b>-516.84</b>	<b>54.89 %</b>
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	4,067.00	2,758.33	1,308.67	147.44 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	610.05	413.75	196.30	147.44 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)	160.00	41.67	118.33	383.97 %
576.20.200.40.20 Travel (Exec. non-development)		16.67	-16.67	
<b>Total 576.20.200 Executive Expenditures</b>	<b>4,837.05</b>	<b>3,242.92</b>	<b>1,594.13</b>	<b>149.16 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	553.80	1,820.00	-1,266.20	30.43 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	83.07	273.00	-189.93	30.43 %
576.20.300.30.11 Office Supplies (Consumables)	16.02	125.00	-108.98	12.82 %
576.20.300.30.12 Printing Supplies (Consumables)	66.12	83.33	-17.21	79.35 %
576.20.300.30.13 Office Equipment (Non-Consumable)	337.53	250.00	87.53	135.01 %
576.20.300.30.14 Computer Equipment (Replacement)		83.33	-83.33	
576.20.300.40.10 IT/Computer Service	815.05	333.33	481.72	244.52 %
576.20.300.40.20 Legal Services		500.00	-500.00	
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage		25.00	-25.00	
576.20.300.40.33 Website & Email Hosting	37.80	125.00	-87.20	30.24 %
576.20.300.40.34 Internet/VoIP Phones	326.90	350.00	-23.10	93.40 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	16.49	141.67	-125.18	11.64 %
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	735.31	458.33	276.98	160.43 %
576.20.300.40.40 Bank Charges		41.67	-41.67	
576.20.300.40.40.01 Bank Charges General Fund	8.79		8.79	
<b>Total 576.20.300.40.40 Bank Charges</b>	<b>8.79</b>	<b>41.67</b>	<b>-32.88</b>	<b>21.09 %</b>
576.20.300.40.50 Payroll Service	917.03	500.00	417.03	183.41 %
576.20.300.40.60 Membership Dues	490.90	166.67	324.23	294.53 %
576.20.300.40.70 Miscellaneous Services		16.67	-16.67	
576.20.300.40.81 Security & Fire Alarms	4,035.44	241.67	3,793.77	1,669.81 %
576.20.300.40.82 Pest Control		58.33	-58.33	
576.20.300.40.83 Insurance	11,807.00	1,458.33	10,348.67	809.62 %
576.20.300.40.84 Fingerprinting (WSP)		104.17	-104.17	
576.20.300.40.92 CPA Services	851.00	500.00	351.00	170.20 %
576.20.300.40.93 Software Programs (financial)		41.67	-41.67	
576.20.300.50.40 Annual Permits		54.17	-54.17	
576.20.300.50.60 State Audit		666.67	-666.67	
<b>Total 576.20.300 Shared Expenditures</b>	<b>21,148.25</b>	<b>8,434.68</b>	<b>12,713.57</b>	<b>250.73 %</b>
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	10,249.06	15,167.92	-4,918.86	67.57 %
576.20.400.10.20 Instructor Wages	3,669.44	4,250.00	-580.56	86.34 %
576.20.400.10.25 Water Exercise Instructor Wages	226.80	333.33	-106.53	68.04 %
576.20.400.10.40 Director of Aquatics Operations Salary	5,590.00	5,727.17	-137.17	97.60 %
576.20.400.10.50 Assistant Aquatics Manager Wages	10,784.90	10,356.67	428.23	104.13 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.10.60 Front Desk Wages	2,038.33	2,500.00	-461.67	81.53 %
576.20.400.10.65 Maintenance Worker Wages		1,083.33	-1,083.33	
576.20.400.10.70 Overtime Wages	877.74	625.00	252.74	140.44 %
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,376.89	2,412.58	-35.69	98.52 %
576.20.400.20.11 FICA	3,190.03	3,686.36	-496.33	86.54 %
576.20.400.20.12 Unemployment	1,045.86	1,686.57	-640.71	62.01 %
576.20.400.20.13 L & I	1,018.36	1,250.00	-231.64	81.47 %
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	-25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment	2,189.00	66.67	2,122.33	3,283.34 %
576.20.400.30.13 Special Events Supplies & Equipment	270.56	250.00	20.56	108.22 %
576.20.400.30.14 Staff Uniforms Supplies & Equipment	719.88	166.67	553.21	431.92 %
576.20.400.30.15 Safety Supplies & Equipment	209.96	145.00	64.96	144.80 %
576.20.400.30.16 Lifeguard Class Supplies & Equipment		8.33	-8.33	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment		41.67	-41.67	
576.20.400.30.21 Pool Chemicals Supplies & Equipment	2,084.37	833.33	1,251.04	250.13 %
576.20.400.30.22 Janitorial Supplies & Equipment	1,098.36	916.67	181.69	119.82 %
576.20.400.30.23 Tools and Equipment	970.23	416.67	553.56	232.85 %
576.20.400.30.24 Landscaping Supplies & Equipment		83.33	-83.33	
576.20.400.30.30 Resale Inventory	640.75	416.67	224.08	153.78 %
576.20.400.30.40 Miscellaneous Supplies & Equipment		16.67	-16.67	
576.20.400.40.10 Transaction Services/Merchant Fees	932.94	935.00	-2.06	99.78 %
576.20.400.40.20 Translation Services		41.67	-41.67	
576.20.400.40.31 Graphic Design (A&P, Material Development)		166.67	-166.67	
576.20.400.40.32 Printing & Copying (A&P)		333.33	-333.33	
576.20.400.40.33 Advertising/Posting Fees (A&P)		83.33	-83.33	
576.20.400.40.34 Promotional Giveaways		41.67	-41.67	
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.38 Lifeguard Recruiting		125.00	-125.00	
576.20.400.40.41 Travel/Transportation (Staff development)		83.33	-83.33	
576.20.400.40.42 Tuition/Registration Fees (Staff development)		291.67	-291.67	
576.20.400.40.61 Electrical (Utilities)	1,484.09	1,583.33	-99.24	93.73 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.62 Gas (Utilities)	3,863.73	4,166.67	-302.94	92.73 %
576.20.400.40.63 Water (Utilities)	1,946.20	583.33	1,362.87	333.64 %
576.20.400.40.64 Sewer (Utilities)	58.85	125.00	-66.15	47.08 %
576.20.400.40.65 Garbage Collection (Utilities)		83.33	-83.33	
576.20.400.40.72 Facility Repairs/Maintenance Services	1,455.85	2,500.00	-1,044.15	58.23 %
576.20.400.40.73 Equipment Repairs/Maintenance Services		3,092.67	-3,092.67	
576.20.400.40.80 Travel (Staff non-development)		16.67	-16.67	
576.20.400.40.91 Scholarship Funds Expensed	1,272.00	833.33	438.67	152.64 %
576.20.400.40.92 Red Cross		29.17	-29.17	
576.20.400.40.93 Aerobics Partner		200.00	-200.00	
<b>Total 576.20.400 Swimming Pool Expenditures</b>	<b>60,264.18</b>	<b>67,947.45</b>	<b>-7,683.27</b>	<b>88.69 %</b>
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	505.58	620.83	-115.25	81.44 %
<b>Total 586.00.300 Sales Tax</b>	<b>505.58</b>	<b>620.83</b>	<b>-115.25</b>	<b>81.44 %</b>
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,266.45	9,351.86	-85.41	99.09 %
591.76.300.70.20 Loans and Bonds Principal		8,126.79	-8,126.79	
<b>Total 591.76.300 Debt Service Principle</b>	<b>9,266.45</b>	<b>17,478.65</b>	<b>-8,212.20</b>	<b>53.02 %</b>
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	855.03	769.62	85.41	111.10 %
592.76.300.80.20 Loans and Bonds Interest		1,300.72	-1,300.72	
<b>Total 592.76.300 Debt Service Interest</b>	<b>855.03</b>	<b>2,070.34</b>	<b>-1,215.31</b>	<b>41.30 %</b>
597.00.300 Transfers Out				
597.00.300.00.10 Transfers Out to Capital Improvement Fund		6,666.67	-6,666.67	
<b>Total 597.00.300 Transfers Out</b>		<b>6,666.67</b>	<b>-6,666.67</b>	
<b>Total Expenses</b>	<b>\$97,505.54</b>	<b>\$107,607.38</b>	<b>\$ -10,101.84</b>	<b>90.61 %</b>
NET OPERATING INCOME	<b>\$ -61,030.11</b>	<b>\$466.28</b>	<b>\$ -61,496.39</b>	<b>-13,088.73 %</b>
Other Income				
361.10.00.02 Interest CIP Fund	665.60		665.60	
<b>Total Other Income</b>	<b>\$665.60</b>	<b>\$0.00</b>	<b>\$665.60</b>	<b>0.00%</b>
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	16.29		16.29	
595.76.300 Park Facility Improvements (CIP)				
595.76.300.40.00 CIP Services		4,583.33	-4,583.33	
<b>Total 595.76.300 Park Facility Improvements (CIP)</b>		<b>4,583.33</b>	<b>-4,583.33</b>	
Transfer Activity				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
City Bridge Loan Principle	-9,266.45		-9,266.45	
<b>Total Transfer Activity</b>	<b>-9,266.45</b>		<b>-9,266.45</b>	
<b>Total Other Expenses</b>	<b>\$ -9,250.16</b>	<b>\$4,583.33</b>	<b>\$ -13,833.49</b>	<b>-201.82 %</b>
NET OTHER INCOME	<b>\$9,915.76</b>	<b>\$ -4,583.33</b>	<b>\$14,499.09</b>	<b>-216.34 %</b>
NET INCOME	<b>\$ -51,114.35</b>	<b>\$ -4,117.05</b>	<b>\$ -46,997.30</b>	<b>1,241.53 %</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:** January 31, 2019      **Filing Frequency:** Monthly  
**Due Date:** February 25, 2019

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	6,878.48	6,878.48	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	27,299.79	27,299.78	0.01	0.015000	0.00

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	6,878.48	Add Deduction	6,878.48	0.065000	447.10
Use Tax	428.20			0.065000	27.83
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
<b>Total State Sales and Use</b>					<b>474.93</b>

[Find Location by Address](#)

**Local City and/or County Sales Tax**

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	6,878.48	0.035000	240.75
		6,878.48		240.75

[Find Location by Address](#)

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

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	1729 - TUKWILA	428.20	0.035000	14.99
		428.20		14.99

**Deductions**

Line Code	Deduction	Amount Filed
<b>Business &amp; Occupation</b>		
Retailing	Other	6,878.48
Service and Other Activities; Gambling Contests of Chance (less	Other	27,299.78

2 Rows

**Return Totals**

Total Tax	730.67
Less Credits	0.00

**Submitter Information**

Prepared By	Kristine Selleck
Phone Number	(425)-276-4976
Extension	
E-Mail Address	district@tukwilapool.org
Submitted Date	Feb-18-2019
Confirmation #	0-007-132-866

**Payment Info**

Payment Type Selected: ACH Debit/E-Check

Amount	730.67
Effective Date	Feb-19-2019



# Tukwila Pool Metropolitan Park District

## TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

January 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.12 US Bank Michelle PC - 0701			
01/01/2019	Rackspace	New Email Account: Rackspace Cloud Office (entered 01.01.2019 for EOY purposes)	37.80
01/01/2019	Amazon.com	1 of: Aqua Creek F-250TTP Swim Training Platform (entered 01.01.2019 for EOY purposes)	1,094.50
01/01/2019	Amazon.com	1 of: Aqua Creek F-250TTP Swim Training Platform (entered 01.01.2019 for EOY purposes)	1,094.50
01/01/2019	Amazon.com	1 of: 3M 6000 Series Combination Gas/Vapour/P100 Filter Respirator Cartridges, 60922 Acid Gas/P100 - 2 Count	27.50
01/01/2019	Amazon.com	Janitorial Supplies (\$43.86), 1 of: IceWraps 5" x 6" Instant Cold Breakable Ice Packs - Emergency Disposable First Aid Ice Packs - Bulk Case of 50, 2 of: ThxToms Heavy Duty Latex Gloves, Resist Strong Acid, Alkali and Oil, 14", 1 Pair (\$54.53)	98.39
01/01/2019	Amazon.com	Pool Chemicals	339.60
01/06/2019	Amazon.com	Amazon Prime Membership Fee (annual)	130.90
01/07/2019	Amazon.com	3rd Saturday Event Date: 01/19/2019 (Luau) Decor and Crafts (split on bank feed into two separate transactions for \$26.37 and \$84.40)	110.77
01/14/2019	eLifeguard.com	3 of: Hip Pack, 1 of LG Clipboard, 10 of whistles, 10 of Lanyards (\$147.52), 10 of: Pocket Mask with O2 Inlet (\$52.59)	200.11
01/14/2019	Amazon.com	Resale Inventory: 4 of Master Lock 1530T Combination Padlock, Bright Metallic, Each Pack Contains 2 Units (\$100.72), 1 of: Care Touch Sterile Alcohol Prep Pads, Medium 2-Ply - 300 Alcohol Wipes (\$12.09)	112.81
01/14/2019	Amazon.com	3rd Saturday Event Date: 01/19/2019 (Luau) Craft Supplies	37.92
01/14/2019	Amazon.com	3rd Saturday Event Date: 01/19/2019 (Luau) Craft supplies	16.48
01/15/2019	Amazon.com	1 of: Lifetime 42830 Stacking Chair, Black with Silver Steel Frame, 4 Pack	227.58
01/15/2019	Costco Wholesale	3rd Saturday Event Date: 01/19/2019 (Luau) Food (\$29.38), Resale Inventory: CornNuts, Clif Bars, Goldfish, Nuts, Trail Mix, PB Crackers, Gatorade, Water, Vitaminwater (\$307.69)	337.07
01/17/2019	Costco Wholesale	3rd Saturday Event Date: 01.19.2019 (Luau) Cake	18.99
01/18/2019	Target	Binders and Planner	16.02
01/19/2019	Costco Wholesale	3rd Saturday Event Date: 01/19/2019 (Luau) Food	11.96
01/23/2019	eLifeguard.com	Lifeguard Shorts- \$453.57, Resuscitator Bags- \$63.25	516.82
01/23/2019	Swim 2000 Inc.	Resale Inventory: Shampoo and Conditioner	144.30
01/24/2019	Sample Vendor	Pool Chemicals	10.45
01/24/2019	Amazon.com	Pool Chemicals	42.66
01/25/2019	Recreonics	PalinTest Pooltest 9	934.06
01/25/2019	Swim Outlet	Resale Inventory: Sport1 antifog plus Goggles and Sporti ear plugs with string	88.04
01/30/2019	Amazon.com	Pool Chemicals (REFUND)	-42.66
01/31/2019	Amazon.com	3rd Saturday Event Date: 02/16/2019 (Candy Land) Treat bags and Toys	45.06
01/31/2019	Amazon.com	Pool Chemicals	373.68
<b>Total for 213.12 US Bank Michelle PC - 0701</b>			<b>\$6,025.31</b>
<b>Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			<b>\$6,025.31</b>





# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

TO: TPMPD Board of Commissioners

FROM: Sharon Shipman, Tukwila Pool Advisory Chair

DATE: March 11, 2019

SUBJECT: **TPAC Committee Chair's Report**

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### **ISSUE:**

Summary of the February 16, 2019 meeting.

### **DISCUSSION:**

1) **TPAC Welcome Packet**- TPAC has begun revising the Welcome Packet to new members. Items that were included were:

1. **Yearly calendar of BOC and TPAC meetings**
2. **Bylaws**
3. **Contact information for TPAC BOC members**
4. **Parliamentary Procedure/ Robert Rules of order**
5. **TPMPD organization chart**
6. **Example of current year's budget**
7. **Application for TPAC**
8. **Summary of Committees** (TPAC asks if the current chairs of Finance, Marketing, and Programming please supply).

2) **Social Media Policy**- TPAC has gone through the Social Media policy and had a few preliminary comments. TPAC is sending back the current draft to have the drafter separate policy from procedure.

### **ADDITIONAL INFORMATION:**

Commissioner Zaputil reported the following regarding TPAC/BoC related items from the February 16, 2019 TPAC Meeting:

1. TPAC requested TPMPD Committee "Summary/Explanation" sheets for their Welcome Packet they are creating. Aaron (Programming Chair) was in attendance and volunteered to create one to propose to the BOC for Programming and I volunteered to work with Finance Committee to propose one to BOC for Finance. Others that could be needed would be Ad-Hoc Committees, Marketing Club.
2. TPAC requested that the TPAC Application be updated to remove Executive Director's contact info and include "District Administrator's" contact info.
3. TPAC is considering having a table at April Pools Day
4. TPAC suggested the BOC consider a Board Designee for Operations' Emergencies (BOC Emergency Action Plan)

### **ATTACHMENTS:**

Policy - 280\_Social Media with form Appendix A (returned from TPAC for policy vs. procedure separation on 03.11.2019)

## 280 Social Media Policy

### 1.0 Purpose.

- 1.1. This policy establishes guidelines for the use of social media in the performance of Tukwila Pool Metropolitan Park District (District) business. It also provides guidelines for conduct by District employees who use social media to engage with patrons on behalf of the District. This policy is not intended to address employee's personal use of social media sites; refer to the District Employee Handbook.

### 2.0 Definitions

- 2.1. **Employee.** Personnel and Elected officials appointed to a position (~~regular or volunteer~~) of service to the District.
- 2.2. **Employer.** The Tukwila Pool Metropolitan Park District.
- 2.3. **Public Record.** Any writing, image, audio file, or video file, containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Reference (RCW 42.56.010(2)).
- 2.4. **Social Media.** Internet based technology, communication tools with a focus on immediacy, interactivity, user participation and information sharing. Examples include, but are not limited to: social networking communication: Facebook, Twitter, Linked In, Snap Chat, Instagram, etc.,
- 2.5. **Social Media Representative.** A District employee who has been trained in the Social Media Policy and who has been designated to establish and/or maintain a social media account on behalf of the District.

### 3.0 Responsibilities.

- 3.1. It is the responsibility of the Director of Aquatics Operations or board designee to enforce this policy, to ensure that relevant District standards are met, and to ensure that the use of social media platforms meets the District's needs. It is also the responsibility of the Director of Aquatics Operations or board designee to coordinate the activities of Social Media Representative(s) and to oversee the District's social media program generally.
- 3.2. It is the responsibility of the Social Media Representative(s) to read and adhere to all policies, to maintain current, accurate information via District social media platforms, and to ensure that the District is being appropriately represented.

## 4.0 Statements of Policy and Procedure.

### 4.1. General

4.1.1. Social media platforms must comply with applicable federal, state, county and city laws regulations and policies. This includes adherence to established laws and policies regarding copyright, public records disclosure, record retention, First Amendment rights, privacy laws, and security and conduct policies established by the District.

4.1.2. The best, most appropriate uses of social media platforms for the District fall into three general categories: 1.) as channels for disseminating time-sensitive information as quickly as possible (i.e. emergency information); as 2.) marketing or promotional channels which increase the District's ability to deliver its message to the widest possible audience, and 3.) as a method of receiving public comment.

### 4.2. Administration of District's Social Media Accounts.

#### 4.2.1. Designation Social Media Representatives

4.2.1.1. The [Director of Aquatics Operations DeAO](#), or Board designee, may designate Social Media Representative(s) as needed.

4.2.2. **Request for Creation of Social Media Site.** All requests for official District social media sites are subject to review and approval by the Director of Aquatics Operations or board designee. A Social Media Representative must submit the Social Media Site approval form (Appendix A) to the Director of Aquatics Operations or board designee.

4.2.3. **Terms of Service.** Typically, a Terms of Service (ToS) agreement is associated with the use of third-party social media tools. Each social media site usually requires users to accept a ToS agreement specific to that site

4.2.3.1. In order to avoid violations, the Director of Aquatics Operations or board designee will review the most current ToS prior to implementing any new social media site. The Director of Aquatics Operations or board designee may ask the District Administrator or BoC for submission of ToS for legal review.

4.2.3.2. If the ToS appears to contradict District policies, the Director of Aquatics Operations or board designee will notify the BoC President, who will determine whether the use of such media is

appropriate.

4.2.4. **Access, User Names, and Passwords.** Requests for site or account changes (including, but not limited to adding or removing sites, creating new user accounts, and changing permissions) must be submitted to the Director of Aquatics Operations or board designee using the Social Media Approval form (Appendix A).

4.2.4.1. Each staff member authorized to access and update a social media site must have a unique user account. Multiple staff members will not share a generic login, and staff members will not share their logins or passwords with other staff members, volunteers, or others who update the site.

4.2.4.2. Each social media user account will be set up in conjunction with an official District email account for the purposes of privacy, security and records retention.

4.2.4.3. The Director of Aquatics Operations or board designee will maintain a list of all District social media sites, logins, and passwords. As needed they may create administrative user accounts to enable the District to change account settings and to immediately add, edit or remove content from social media sites.

4.2.4.4. The Director of Aquatics Operations or board designee will immediately remove all password, access, logins, etc. upon separation or termination of an employee, or upon rescinding of such privileges.

### 4.3. Site Maintenance, Format and Content.

4.3.1. **Official Website.** The District's official website ([www.tukwilapool.org](http://www.tukwilapool.org)) will remain the District's primary and predominant internet presence.

4.3.1.1. All social media ~~sites~~ **accounts** will link to the District's official website.

4.3.1.2. All information/content provided by the District's social media platforms should also be available on the District's official website, or in another readily available format. (See Section 4.5.)

4.3.2. **Language.** Content provided on District communications should avoid the use of abbreviations, jargons, acronyms or slang iterations. Although social media sites are more casual than other communication tools, they still represent the District and should maintain a professional image.

4.3.3. **Sites, Standards and Templates.** For consistency and ease of use, social media **sites** will use approved names, official titles, and the official District logo in the header/main page whenever possible.

- 4.3.4. Equal Access.** Sites requiring membership or subscription to view content should be avoided. Site settings should be as open as possible. Site settings should be as open as possible to allow the public to view content without requiring membership or login. When posting on a site that requires membership or subscription, the District will provide an alternate source for the information so those who are not members may have equal access.
- 4.3.5. Updates and Maintenance.** A social media platform, like any communication resource, must be updated regularly to ensure the information provided is current, accurate, and useful. The Director of Aquatics Operations or board designee and/or Social Media Representative(s) are responsible for maintaining all of the District's social media sites by viewing and updating them as necessary and appropriate. As a general rule of thumb, social media content should be updated at least twice per week.
- 4.3.6. Commenting and Discussions.** If commenting and discussions are enabled, the following guidelines must be followed:
- 4.3.6.1. Social media sites are limited public forums, moderated by authorized District employees to ensure content posted by outside users is appropriate. The District reserves the right to restrict or remove any content that is deemed in violation of this social media policy, or any applicable law (see Disclaimers 4.3.7).
  - 4.3.6.2. The Social Media Representative(s) must immediately report inappropriate content to the Director of Aquatics Operations or board designee who is authorized to approve removal of content prohibited (see Disclaimers 4.3.7).
  - 4.3.6.3. Any content removed from District social media sites based on these guidelines must be retained, including the time, date, identity of the poster when available, and the name of the employee who removed the content.
- 4.3.7. Disclaimers.** Users of District social media platforms shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the District and members of the public [on matters directly affecting the operation of the District](#).
- 4.3.7.1 All social media ~~sites~~ **accounts** must include a general disclaimer regarding public records, external links, and advertisements.

**General Disclaimer:** *For use on all social media sites/platforms.*

All comments or other content posted to this site may be considered public

records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56). When you select a link to an outside website, you are leaving the Tukwila Pool MPD and are subject to the privacy and security policies of the owners/sponsors of that site. The District is not responsible for transmissions users receive from external websites. Reference to any specific commercial products, processes or services, or the use of any trade, firm or corporation name does not constitute endorsement or recommendation by the Tukwila Pool MPD or its employees.

- 4.3.7.2. If comments and discussions are enabled on a social media site, the Comment Policy Disclaimer must be provided directly on the site, or via hyperlink).

**Comment/Discussion Disclaimer:** *For use when commenting or discussion is allowed.*

Comments posted to this page **will are** be monitored. ~~Per Under~~ the Tukwila Pool MPD Social Media policy, the District reserves the right to remove inappropriate comments, including those that [violate the social media platforms terms of service](#), have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions ([RCW 42.17A.555](#)), promote illegal activity, promote commercial services or products or are not topically related to the particular posting, or that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

- 4.4. Appropriate Use.** All District presences on social media platforms are considered an extension of the District's information networks and are governed by applicable District policies regarding employee conduct and technology use.
- 4.4.1.** Employees representing the District via social media platforms must conduct themselves at all times as representatives of the District.
- 4.4.2.** Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Commissioners should, in general, not comment or otherwise communicate on the District's Social Media site(s).
- 4.5. Public Records Act Compliance.** Any public records created through the use of social media platforms are subject to state and local public record laws and record retention requirements. **add RCW**

## 280 – Social Media Policy

- 4.5.1. Each District-sponsored social media site must clearly indicate that any articles or other content posted or submitted for posting are subject to public disclosure laws (see Disclaimers 4.3.7).
- 4.5.2. ~~In general, original content should not be created via social media platforms.~~ Wherever possible, all information posted on District social media sites should be first provided on the District's official website and/or in another readily available format.
- 4.5.3. Original records may be created when unique information related to District business is provided via social media platforms which is not provided via the District's official website or in another format, and are therefore subject to the Public records Act and records retention requirement. Example of original records that may be created through use of social media tools include, but are not limited to:
  - 4.5.3.1. Account information (user names, passwords, etc.)
  - 4.5.3.2. Listings of social media site "friends," "followers," "fans," etc.
  - 4.5.3.3. Information posted to social media site that was not first provided via the District's official website, press release, or other format.
  - 4.5.3.4. Comments posted by visitors/users of the District's social media sites; and/or comments removed from the District's social media site by District employees.
- 4.5.4. All Social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that preserves the integrity of the Washington State approved records retention schedules for applicable records retention requirements. In general, the majority of content provided by the District on social media sites must be retained for at least two years. Various methods may be employed to retain public records created on social media sites. Options include:
  - 4.5.4.1. Archiving Software/Service: The District may use software or service designed to capture content from social media sites for retrieval and retention.
  - 4.5.4.2. Email Updates: Updates, comments, and account change notifications are sent to a District email account. And retained as described in this section.
  - 4.5.4.3. Website Capture: Web capture tools may be used to capture screenshots of District websites in native format, such as the Washington State Digital Archives website capturing program.
  - 4.5.4.4. PDF Format: Employees may convert social media pages to PDF format, and the PDF files saved for retention purposes.

## 4.6. Privacy and Security

- 4.6.1. See District's Informational Technology Policy #270 and Employee Handbook for information related to privacy.
- 4.6.2. Employees should not include personally identifiable information about themselves or others, such as Social Security Numbers, birthdates, personal phone numbers, email addresses, or home address, via District's social media site(s).
- 4.6.3. Employees may not post any content involving or related to any of the following:
  - 4.6.3.1. Items that are involved in litigation or that could be involved in future litigation;
  - 4.6.3.2. Defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or
  - 4.6.3.3. Personal, private, sensitive or confidential information of any kind.
  - 4.6.3.4. [Items that would violate the Disclaimers set forth in Section 4.3.7 of this policy.](#)



**Appendix A: Social Media Approval Form**

**SOCIAL MEDIA APPROVAL FORM**

**Request:**

- Request for NEW social media site/page    Site Name
- Change to existing social media site/page    Site URL
- Update Social Media Representative Does site allow comments/discussions?     Yes\*     No  
\*Disclaimer required

**Social Media Representative** (Staff authorized to update and maintain the site)

**Social Media Representative Acknowledgement**

I acknowledge that I have received, read, and understand the District’s policy covering Social Media. I agree to comply with this policy and understand that failure to do so could result in disciplinary action, up to and including termination. I further understand that if I have any questions regarding this policy, I should discuss those options with the Director of Aquatics Operations.

<i>Staff Name</i>	<i>Signature</i>	<i>User Name / Login</i>	<i>Password</i>
_____	_____	_____	_____

**Director of Aquatic Operations or Board Designee Approval:**  
I authorize the staff member listed above to act as Social Media Representative for the site(s) listed above

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------	-------------

**FOR NEW SITES ONLY**

**Director of Aquatic Operations or Board Designee Approval:** I authorize the creation of the social media site listed above.

<i>Printed</i>	<i>Signature</i>	<i>Date</i>
----------------	------------------	-------------

**New Site Pre-Launch Checklist:**

- Terms of Service Reviewed by Chief Social Media Coordinator
- General Disclaimer, and if applicable, Commenting Disclaimer, provided on social media site
- Link to social media site placed on official District website and vice versa



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### e) Programming & Outreach Committee

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



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**07. BUSINESS ITEMS:**

a) Director of Aquatics Operations Hiring Status

The Hiring Committee will verbally give an update. Additional written material/report may also be presented.



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

- |                                   |  |
|-----------------------------------|--|
| <p><b>07. BUSINESS ITEMS:</b></p> | <p>b) Finance Committee and Programming &amp; Outreach Committee Appointments for the April 2019 – March 2020 Term<br/>Discussion regarding appointments/appointment procedures.</p> |
|-----------------------------------|--|



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

<b>07. BUSINESS ITEMS:</b> c) 2019 Election Preparation.
--

The following message was sent to Tukwila Pool MPD from Julie Wise, Director of King County Elections:

*“While even year elections often get the most attention (note the historic 76% turnout in last year’s midterm), our odd-year elections are equally important. This year, we will have more than 330 offices up for election – everything from city council seats to school board directors to water district commissioners. These are the individuals who make important decisions about our communities every day.*

*Here at King County Elections we are committed to ensuring that every citizen has an opportunity to have their voice heard. While there are many reasons people don’t vote (fortunately, not having a stamp is no longer one of them!) a reason we often hear is that people don’t see candidates on the ballot who look like them or reflect the values in their community.*

*One way we are working to encourage more people to run for office is by providing “Thinking about Running for Office” workshops across King County. Deciding to run for office can be very scary. In these workshops we’ll go over the basics of how to become a candidate, filing fees, campaign finance, campaign signs, candidate statements for the voter’s pamphlet and even hear from a few people who have run for office first hand...you can also find more information on our Running for Office website or RSVP through one of the Facebook events.”*

The following is a link to the Running for Office page on the King County Elections Website:

<https://kingcounty.gov/depts/elections/for-candidates.aspx>

The 2019 Offices Subject to Election for Tukwila Pool MPD are as follows:

- Commissioner Position No. 3  
Current Office Holder: Christine Neuffer
- Commissioner Position No. 4  
Current Office Holder: Jeri Frangello-Anderson

Candidate filing dates are as follows:

The key filing dates for 2019 are:

- In-person: Monday, May 13 at 8:30 a.m. through Friday, May 17 at 4:30 p.m.
- Online: Monday, May 13 at 9 a.m. through Friday, May 17 at 4 p.m.

The withdrawal deadline for 2019 is:

- Monday, May 20 at 4:30 p.m.

Primary and general election dates are as follows:

The primary and general election dates for 2019 are:

- Primary election: August 6
- General election: November 5



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: March 11, 2019

SUBJECT: **Employee Handbook Update from January 2019 BoC Meeting**

---

### **ISSUE**

The Job Descriptions sections of the Employee Handbook needed to be updated to reflect the 2019 Wage Scale.

### **FINANCIAL IMPACT**

None.

### **BACKGROUND**

The Finance Committee has reviewed all changes made to the attached pages of the Employee Handbook which include updated wages in job description sections to reflect the wage scale approved at the December 10, 2018 Board of Commissioners Regular Meeting. In addition, the job descriptions have been re-organized to match the Wage Scale.

### **RECOMMENDATIONS**

It is recommended that the BoC approve the handbook updates.

### **ATTACHMENTS**

Pages from the Tukwila Pool MPD Handbook:

- Appendix A.1 – TPMPD Salary and Wage Scale Effective January 1, 2019
- Appendix A-2 – TPMPD Wage & Salary Schedule 2019
- Appendix A-3 – TPMPD Position Descriptions



**APPENDIX A.1**  
**TPMPD Salary and Wage Scale**  
**Effective January 1, 2019**

**TPMPD Positions:**

1. **Lifeguard / Swimming Instructor / Water Exercise Instructor (Hourly: Non-Benefits-Eligible)**
2. **Head Lifeguard (Hourly: Non-Benefits-Eligible)**
3. **Front Desk Attendant (Hourly: Non-Benefits-Eligible)**
4. **Front Desk Lead (Hourly: Non-Benefits-Eligible)**
5. **Bookkeeper (Hourly: Benefits-Eligible)**
6. **Building Maintenance Worker I and II (Hourly: Non-Benefits-Eligible)**
7. **Assistant Aquatics Manager (Hourly: Benefits-Eligible)**
8. **District Administrator (Hourly: Benefits-Eligible)**
9. **Director of Aquatics Operations (Exempt: Benefits-Eligible)**

For all positions, wage increases are earned in Steps as outlined in Appendix A.2, based on experience and satisfactory performance. Step increases occur on the anniversary of the date the employee began working at the Tukwila Pool. Only time worked at the current position counts toward a Step Increase for that position. One additional Step Increase “credit” may be given when moving to a position of higher authority. As outlined in Section 6.4.8 of the Employee Handbook, paid time off (floating holidays, sick leave and vacation leave) does not count toward hours worked. Finally, the amount listed in Step F is the highest that can be earned for that position under this schedule.

**Lifeguards and Swimming Instructors (including Water Exercise Instructors) (Non-Benefits-Eligible Position)**

- A Lifeguard or Swimming Instructor working a Lifeguard shift is paid the Lifeguard rate.
- During the time that Swimming Instructors are in Swimming Instructor Training, Lifeguards will be paid at their current Lifeguard rate and all other trainees will be paid the Swimming Instructor Training rate.
- After having satisfactorily completed Swimming Instructor Training, Swimming Instructors are eligible to receive the Swimming Instructor rate for the time they spend instructing students.
- A Lifeguard who works the opening shift Monday through Friday is eligible for a \$1 per hour premium for that shift. This premium does not apply to those who are scheduled after opening (5:45 am).
- A Lifeguard who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:
 

Jan. 1 <sup>st</sup> (New Year’s Day)	Labor Day
Memorial Day	Dec. 24 <sup>th</sup> (Christmas Eve.)
July 4 <sup>th</sup> (Independence Day)	Dec. 31 <sup>st</sup> (New Year’s Eve.)
- An ‘active month’ is defined as one in which the Lifeguard or Swimming Instructor worked at least 40 hours or more over 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Lifeguards with certain high value certifications (such as Lifeguard Swimming Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires but will go into effect again once the certificate is renewed.

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- A Tukwila Pool Lifeguard or Swimming Instructor must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later. For example:
  - o Lifeguard X regularly works 2 shifts per week throughout the year and will be eligible for a Step increase after 12 months. If they obtain their LGI Certification, they may move up another Step.
  - o Lifeguard Y works one or two shifts per month during the school year and 30 hours per week during the summer season and will be eligible for a Step increase after they have accrued 500 hours.
  - o Lifeguard Z worked 2 shifts per week throughout the year but was put on a 3-month probation for a performance-related issue and will be eligible for Step increase after 15 months.

**Head Lifeguard (Non-Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for this position. (There are no premiums awarded for instructing or opening.)
- An ‘active month’ is defined as one in which the Lifeguard or Swimming Instructor worked at least 40 hours or more over 30 days.
  - New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
    - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
    - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
    - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Head Lifeguards with certain high value certifications (such as Lifeguard Swimming Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Head Lifeguard who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:
 

Jan. 1 <sup>st</sup> (New Year’s Day)	Labor Day
Memorial Day	Dec. 24 <sup>th</sup> (Christmas Eve.)
July 4 <sup>th</sup> (Independence Day)	Dec. 31 <sup>st</sup> (New Year’s Eve.)
- A Tukwila Pool Head Lifeguard must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours in that position to move up to the next Step, whichever comes later.

**Front Desk Attendant (Non-Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for this position.
- A Front Desk Attendant who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:
 

Jan. 1 <sup>st</sup> (New Year’s Day)	Labor Day
Memorial Day	Dec. 24 <sup>th</sup> (Christmas Eve.)
July 4 <sup>th</sup> (Independence Day)	Dec. 31 <sup>st</sup> (New Year’s Eve.)
- An ‘active’ month is defined as one in which the Front Desk Attendant worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- As with the Lifeguard / Swimming Instructor positions, Front Desk Attendants must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.





### Front Desk Lead (Non-Benefits-Eligible Position)

- Step A represents the entry/hiring rate for this position.
- A Front Desk Lead who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:

Jan. 1 <sup>st</sup> (New Year's Day)	Labor Day
Memorial Day	Dec. 24 <sup>th</sup> (Christmas Eve.)
July 4 <sup>th</sup> (Independence Day)	Dec. 31 <sup>st</sup> (New Year's Eve.)
- An 'active' month is defined as one in which the Front Desk Lead worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- As with the Lifeguard / Swimming Instructor positions, Front Desk Leads must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.
- The Front Desk Lead position is assigned expanded responsibilities and tasks. This position is not based on seniority, but on experience and capacity.

### Bookkeeper (Experience required) (Benefits-Eligible Position)

- A Bookkeeper must work at least 40 hours or more over 30 days to remain active.
- A Bookkeeper must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

### Building Maintenance Worker I and II (Experience required) (Non-Benefits-Eligible Position)

- A Building Maintenance Worker must work at least 40 hours or more over 30 days to remain active.
- A Building Maintenance Worker must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step whichever comes later.

### Assistant Aquatics Manager (Benefits-Eligible Position)

- An 'active month' is defined as one in which the Assistant Aquatics Manager has worked at least 104 hours or more over 30 days (equal to about 24 hours per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- For Assistant Aquatics Managers, certain high value certifications or qualifications may qualify them for a one Step increase per qualifying item. This increase will remain in effect only as long as the certification is valid. The increase would be eliminated if the certification expires but will go into effect again once the certificate is renewed. Examples of high value certifications or qualifications include:
  - o Lifeguard Instructor (LGI)
  - o Water Safety Instructor Trainer (WSIT)
  - o 1 year or more pool maintenance experience (AFO or CPO is not an equivalent substitute)
- An Assistant Aquatics Manager must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 1,250 hours to move up to the next Step, whichever comes later.



**District Administrator (Experience Required) (Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for the position.
- A District Administrator must work at least 40 hours or more over 30 days to remain active.
- A District Administrator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

**Director of Aquatics Operations (Experience Required) (Benefits-Eligible Position)**

- Step A represents the hiring range for the position. Previous experience and certifications are reflected within the agreed-upon starting salary or entry rate.
- Step increases of \$2080 per year are based solely on 12 months of full-time satisfactory service in the equivalent position at the Tukwila Pool.

**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 Lifeguard</b>	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00	\$19.00
<b>Swimming Instructor</b>	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$17.00
<b>Swimming Instructor Training (Non-Lifeguard)</b>	\$12.00					
<b>Swimming 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 Attendant</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

### 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 (continued)**

### **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.

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

- This position is classified as part-time. 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.
- 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.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## 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.



## Head Lifeguard (*continued*)

### 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.

### HOURS, WAGE & BENEFITS

- This position is classified as part-time. 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. Head 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.
- \$15.00 per hour for new hires. Experienced Lifeguards are eligible for a higher pay rate in keeping with the TPMPD pay structure.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## Swimming Instructor

### SUMMARY

Under the direction of an assigned supervisor, Swimming Instructors are responsible for providing instruction on swimming techniques and water safety to patrons at the Tukwila Pool. A Swimming 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 Swimming Instructor's main duty is to provide quality swimming instruction and water safety training.
- Swimming 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

- Swimming 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 Swimming Instructor.





## Swimming Instructor (*continued*)

### 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.

### HOURS, WAGE & BENEFITS

- This position is classified as part-time, and temporary. Typical schedule may include night and weekend shifts. Swimming Instructors generally work between 10 and 20 hours per week depending on the applicant's availability.
- Rate of Pay: \$13.50 per hour for new hires with no previous experience as a Swimming Instructor. Experienced Swimming Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## 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 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 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



## **Water Exercise Instructor (*continued*)**

### **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.

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

- This position is classified as part-time, and temporary. 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.
- Rate of Pay: \$14.50 per hour for new hires with no previous experience as a Water Exercise Instructor. Experienced Water Exercise Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## Front Desk Attendant

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.



## Front Desk Attendant (*continued*)

### 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.

### HOURS, WAGE & BENEFITS

- This is a part-time, hourly 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.
- Rate of Pay: \$12.00 for new hires.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## Front Desk Lead

### Duties

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

### HOURS, WAGE & BENEFITS

- This is a part-time, hourly 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.
- Rate of Pay: \$13.00 for new hires.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



**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.



## **Bookkeeper (continued)**

### **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.

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

- This position is part-time, hourly, non-exempt (Approximately 20 hours per week).
- Rate of Pay: \$19.50 per hour for new hires
- Benefits: Our benefits package includes a benefits-allowance equal to 15% of gross salary wage, up to 40 hours per week (to be used for medical, dental, child care or retirement plan), paid vacation, sick leave, floating holidays, a family pass to the facility, and employee discount on food purchases





## **Building Maintenance Worker I (Experience Required)**

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.



## **Building Maintenance Worker I (continued)**

### **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.

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

- This is an hourly position. The employee must be available for weekend, after hours and on call shifts.
- Rate of Pay: \$20.00 for new hires.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## **Building Maintenance Worker II (Experience Required)**

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.



## **Building Maintenance Worker II (*continued*)**

### **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.

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

- This is an hourly position. The employee must be available for weekend, after hours and on call shifts.
- Rate of Pay: \$25.00 for new hires.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.



## 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.

### Assistant Aquatics Manager (*continued*)



### **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, WAGE & 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 for new hires. Experienced Assistant Managers or advanced certifications are eligible for a higher pay rate in keeping with the TPMPD pay structure.
- Benefits: Our benefits package includes a benefits-allowance equal to 15% of gross salary wage, up to 40 hours per week (to be used for medical, dental, child care or retirement plan), paid vacation, sick leave, floating holidays, a family pass to the facility, and employee discount on food purchases.



## 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.



## District Administrator (*continued*)

### 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.





## **District Administrator (continued)**

### **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.
- Rate of Pay: \$25.00 per hour for new hires.
- Benefits: Our benefits package includes a benefits-allowance equal to 15% of gross salary wage, up to 40 hours per week (to be used for medical, dental, child care or retirement plan), paid vacation, sick leave, floating holidays, a family pass to the facility, and employee discount on food purchases.



## **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.



## Director of Aquatics Operations (*continued*)

### 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.



## **Director of Aquatics Operations (*continued*)**

### **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 - \$65,000 per year for new hires DOE
- Benefits: Our benefits package includes a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), paid vacation, sick leave, floating holidays, a family pass to the facility, and employee discount on food purchases.



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**07. BUSINESS ITEMS:**

e) 2019 Retreat Update

The Board President will verbally give an update. Additional written material/report may also be presented.



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**07. BUSINESS ITEMS:** f) City of Tukwila, Tukwila Parks & Recreation, and Tukwila School District Working Relations Discussion

Additional written material/report may also be presented.



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Vanessa Zaputil, BoC Position #1

DATE: March 11, 2019

SUBJECT: **Tukwila Pool Facility Emergency Access Plan Discussion**

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### **ISSUE**

The BOC needs to have a discussion/ create a plan for access to the building in cases of emergency

### **FINANCIAL IMPACT**

Cost of duplicate Facility Keys at Watson Security: \$13.12 plus tax per key as of 07/23/2018.

### **BACKGROUND**

This was brought to light in our last snow storm where the pool's water quality, that needs regular monitoring, was negatively impacted. Michelle indicated simple instructions could have been given to emergency personnel (Commissioners) who could have walked to the facility, as staff members were not able to drive in the inclement weather. There are other instances where emergency access could be necessary.

### **RECOMMENDATION**

It is a good idea to have a procedure in place ahead of time to limit confusion and concern at most likely an already stressful time.