



# 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, September 9, 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>	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) August 12, 2019 Regular Meeting	Page 5
	b) Approve Vouchers	Page 7
<b>06. REPORTS</b>	a) Commissioners	Page 15
	b) Director of Aquatics Operations	Page 16
	c) District Administrator	Page 22
	d) Finance Committee	Page 31
	e) Tukwila Pool Advisory Committee (TPAC)	Page 47
	f) Programming & Outreach Committee	Page 48
<b>07. BUSINESS ITEMS:</b>	a) Employee Handbook Update – APPENDIX A.1 Tukwila Pool Metropolitan Park District Salary and Wage Scale	Page 49
	b) 2019 Pool Liner Resurfacing Project Update	Page 57
<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 educating all ages in the lifelong skills of water safety. We carry out this mission with a Board and staff who are compassionate, inclusive, and responsive to the needs of our diverse community, working to foster positive and lifelong experiences with aquatic environments.

#### **TPMPD Vision Statement:**

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

#### **TPMPD Core Values:**

We Value...

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



# TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

## 03. RECOGNITION OF EMPLOYEE OF THE MONTH

### EMPLOYEE OF THE MONTH - AUGUST 2019



**Helina Molla**

**Helina is our Employee of the month.**

**She has been incredibly helpful, flexible, and dependable!**



# 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) Mid-Year Budget Review: discussion for informational purposes only
  
- b) 2019 Pool Liner Resurfacing Project: Review submitted quotes and award a public works contract:
  - The Commissioners requested that the brand of plaster and its color be added to the scope of work along with additional information/clarification such as how the bulkhead will be handled, how the drain covers will be handled, is clean-up included, etc.
  - **Commissioner Vanessa Zaputil made a motion to utilize Orca’s quote to satisfy the purposes of the King County grant. Commissioner Ellen Gengler seconded. Discussion: None. Motion Passed 4.0 at 8:07pm.**
  - The timeframe for action items:
    - Tuesday, 08.13.2019: Director of Aquatics Operations Brad Harpin will submit the necessary paperwork to the King County Grant liaison.
    - Wednesday, 08.14.2019: Director of Aquatics Operations Brad Harpin will have a conversation with Orca Pacific, Inc.’s representative regarding the additional details/clarity requested.
    - Director of Aquatics Operations Brad Harpin will contact all of Orca Pacific, Inc.’s references.
    - Once Commissioner expectations are met regarding additional details/clarity, submit the updated documents for legal review.
    - Schedule a Special Meeting to approve the public works contract award.

**08. MISCELLANEOUS:**

Director of Aquatics Operations Brad Harpin and Commissioner Vanessa Zaputil discussed the Tukwila Pool alarm system needs.

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

**10. ADJOURNMENT:**

**Commissioner Vanessa Zaputil made a motion to adjourn. Commissioner Ellen Gengler seconded. Discussion: None. Motion Passed 4:0 at 8:17pm.**

ATTEST:

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

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



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/06/2019  
Total Amount: \$2,411.45  
Control Total: 4  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190729182247.csv  
Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Amy O'Neill, Bill Scans 07/29/2019

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)) :

*MSLlu*

Authorized District Signature

7/29/19

Date

*Joan Thompson*

Authorized District Signature

Date

### SUBMIT SIGNED DOCUMENT TO:

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

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

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



# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190729182247.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1179999	07/18/2019	\$93.90	SERVICE DATES: 08.01.19 - 08.31.19 FIRE AND SECURITY MONITORING FEES
ALARM CENTER, INC.			1162921.01	03/08/2019	\$189.10	SERVICE DATE: 03/02/2019: FIRE ALARM PANEL AND ANNUNCIATOR REPLACEMENT, 5% RETAINAGE THAT WAS WITHHELD FOR PREVAILING WAGE DOCUMENT : \$189.10
FROULA ALARM SYSTEMS, INC.			195659	07/17/2019	\$748.00	SERVICE DATE: 07/16/2019 TROUBLESHOOTING, RECONNECTING WIRES FOR POWER AND CONTACTS AND CORRECTED TAG.
SEATTLE CITY LIGHT			20190719	07/19/2019	\$1,380.45	SERVICE DATES: 06/17/2019 - 07/17/2019 UTILITIES ELECTRIC



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/13/2019  
Total Amount: \$12,362.45  
Control Total: 6  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190805180846.csv  
Fund #: 175910010

### CONTACT INFORMATION

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

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)):

*[Signature]*

8/8/19

Authorized District Signature

Date

*[Signature]*

Authorized District Signature

8/5/2019

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Accounts Fax: (206) 263-3767  
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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190805180846.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1179524	07/17/2019	\$196.33	PERMIT #R17269 FOR FIRE ALARM PANEL AND ANNUNCIATOR REPLACEMENT
CITY OF TUKWILA			LP-00125	08/01/2019	\$10,121.48	BILLING DATE: AUGUST/2019 CITY BRIDGE LOAN PAYMENT
COMCAST BUSINESS			20190728	07/28/2019	\$138.55	SERVICE DATES: 08.08.19 - 09.07.19 BUSINESS CABLE AND INTERNET
CONSOLIDATED PRESS PRINTING COMPANY			23982 Pool	07/30/2019	\$1,244.05	SHIP DATE: 07.30.19 POOL INSERT (QTY: 13,950)
GUERRERO, MIGUEL			20190727	07/27/2019	\$10.00	SERVICE DATE: 07.27.19 FINGERPRINT REIMBURSEMENT (ALLIANCE 2020)
MCKINSTRY CO LLC			10087135	07/06/2019	\$652.04	SERVICE DATE: 05.07.19 ORDERED, PICKED UP AND DELIVERED PARTS FOR WATER HEATER

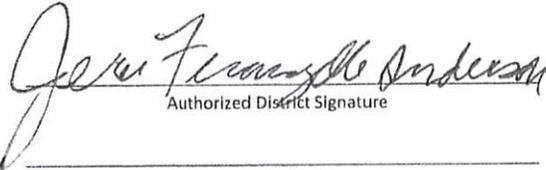


# Special District Voucher Approval Document

Scheduled Payment Date: 08/20/2019  
Total Amount: \$3,531.41  
Control Total: 5  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20190812183048.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Amy O'Neill, Bill Scans 08/09/2019</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>			
	<u>8/12/19</u>		<u>8/12/2019</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

**SUBMIT SIGNED DOCUMENT TO:**

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Accounts Fax: (206) 263-3767  
Payable  
Attn: Special  
Districts  
401 5th

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



# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190812183048.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIT			33854422	08/07/2019	\$320.65	BILLING PERIOD: 07.28.19 - 08.27.19 EQUIPMENT RENTAL
CIVIC PLUS			189976	07/31/2019	\$334.64	SERVICE DATES: 07.01.2019 TO 07.31.2019 REVENUE PROCESSING SOFTWARE
PUGET SOUND ENERGY			20190724	07/24/2019	\$2,529.72	SERVICE DATES: 06.21.19 - 07.23.19 UTILITIES NATURAL GAS
VALLEY VIEW SEWER DISTRICT			20190801	08/01/2019	\$61.40	SERVICE DATES: 07.01.19 - 07.31.19 UTILITIES SEWER
WASHINGTON STATE PATROL			120000756	08/07/2019	\$285.00	SERVICE DATES: JULY 2019 BACKGROUND CHECKS SUBMITTED BY TPMPD



# Special District Voucher Approval Document

Scheduled Payment Date: 08/20/2019  
 Total Amount: \$1,384.78  
 Control Total: 6  
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20190819175734.csv  
 Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Amy O'Neill, Bill Scans 08/16/2019

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>[Signature]</u>	<u>8/22/19</u>	<u>[Signature]</u>	<u>8/20/19</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

### 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

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20190819175734.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9964089879	07/31/2019	\$138.90	RENTAL PERIOD: JULY 2019 CARBON DIOXIDE CYLINDER RENTAL
AMERICAN RED CROSS			22213528	07/31/2019	\$82.00	SERVICE DATE: 07.25.19 - GUERRERO, MIGUEL, BLOODBORNE PATHOGENS AND ADMINISTERING EMERGENCY OXYGEN
HIGHLINE DESIGN ALLIANCE			19-002	08/11/2019	\$600.00	SEASON 2019: TUKWILA POOL BROCHURE (9 HOURS) AND COPIES OF ALL PREVIOUS POOL BROCHURES
ORCA PACIFIC, INC.			39598	07/22/2019	\$249.92	SHIP DATE: 07.19.2019 POOL CHEMICALS
ORCA PACIFIC, INC.			39842	08/05/2019	\$234.30	SHIP DATE: 08.02.19 POOL CHEMICALS
ORKIN PEST CONTROL			186954837	08/07/2019	\$79.66	SERVICE DATE: 08.07.19 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (OUTDOOR SERVICE)



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### a) Commissioners:

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



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

**FROM:** Brad Harpin, Director of Aquatics Operations

**DATE:** September 9, 2019

**SUBJECT:** Director of Aquatic Operations Report – August 2019

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### **Operations:**

**2020 Operating Budget: Continuing to refine 2020 budget.**

### **2019 Pool Resurfacing Project:**

1. All exhibits have been submitted to King County and a follow up discussion was had (clarifying grant requirements and receiving of funds).
2. Conversation was had with the 3 organizations that have submitted bids (clarifying the amount of time BONDING is required/expected vs. warranty.).

**In-service (staff training):** Preparing for next all staff in-service training.

*Tentative: 5 minutes: share video with BOC (Aquatics Case Studies)*

Safety audits will begin in the month of September.

1. Aquatics Quick Check – 8 questions, immediate peer to peer accountability.
2. Spot Checks – quick opportunity to check CPR/AED, first aid, EAP, Care, scene safety)
3. “Save Me” Drills (Scanning Drills) – requires the LG or Manager to identify potential victim.
4. Audit – mock emergency scenario. (evaluating facilities EAP and staff recognition and response)

**Facilities:** Fixed the faulty Door Alarm.

### **Payroll / Time & Attendance:**

Processed the month of August’s summer premium pay (\$2.00 per hour above the employee’s typical rate, for all hours worked during the months of June, July and August) seemed to be a smooth process when submitting the report to Paychex. Completed

Time-off accruals can be managed in our Paychex Flex system. (needs to reflect accurately before payroll is processed. Brad and Kristine have briefly connected to discuss best practices moving forward.)

### **Staffing:**

The pool is short staffed with both lifeguards and swim instructors. Staff shortages are typical when students transition back to school.

Interviews are actively taking place at the pool.

5 Lifeguard | 3 Front Desk | 2 Swim Lesson Instructors

**Program:**

**Budget:**

Revenue: 347.60.10 Swim Classes/Instruction: +\$518.00 (variance) Roughly a 5% increase compared to July of 2018.

Participation: August 2019 (354) / August 2018 (282) / Variance (+72 participants / roughly a 25.53% increase)

Participation: September 2019 YTD Actuals: 238 | Capacity: 330 (roughly 72% full as of September 06 @ 1:00pm)

**September 2018 Actuals: 228 | Difference: -92 participants**

Staffing is contributing to less classes being offered in September and potentially October.

**Community:**

**Shag Senior Housing:** Attended Program Committee meeting on August 13, 2019

**Circus at the Pool:** Took place August 17<sup>th</sup> from 1:00PM until 3:00PM.

**Up-Coming Events / Opportunities:**

1. **Safari at the Pool:** September 21, 2019 1:00pm – 3:00pm
2. **Annual Halloween Carnival:** More information coming soon. (Tukwila Community Center)

Volunteers are encouraged to represent the pool (engage with community and hand out pool passes) during community events. This is a great opportunity to support our relationship with the Tukwila Community Center and the community Tukwila community at large.

<b>August 2019 Free Passes Redeemed:</b>	
2019 June SHAG	1
2019 June Night at the Park Event	1
2019 July Valley View Sewer Vendor Fair	4
2019 August - Water Aerobics cancelled	11
2019 August - Speakers at the Park (TCC)	9
2019 January SHAG	0
2019 August - Customer Service	2
unknown	1
Total:	29

**ATTACHMENTS**

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



Revenue Report for September 2019 TPMPD Board Meeting  
July 2019 & August 2019 Monthly Comparison

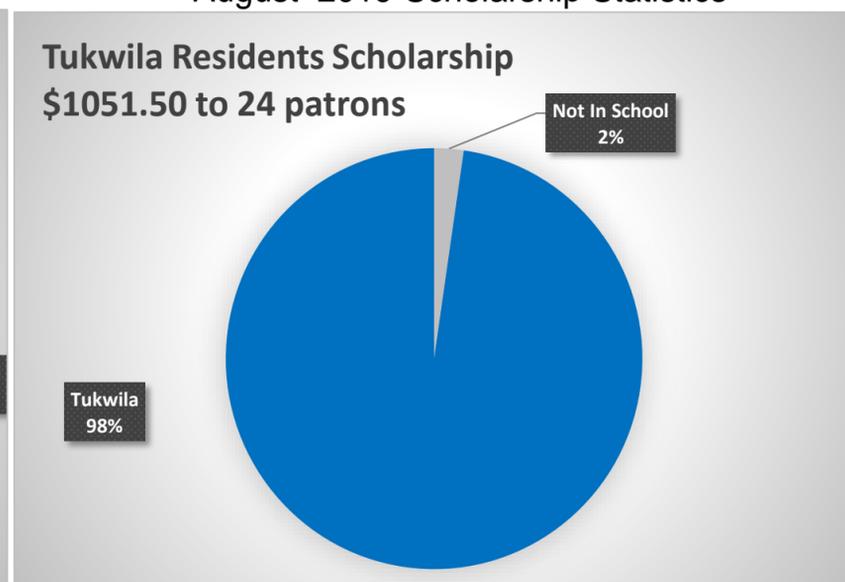
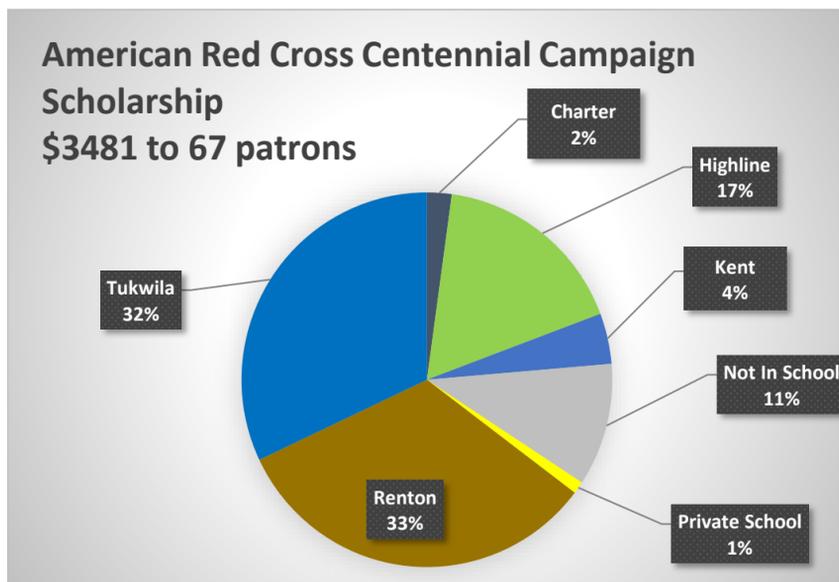
Category	July 2018	July 2019	August 2018	August 2019
341.70.10 Merchandise Sales (Taxable)	\$ 676.71	\$ 572.05	\$ 574.05	\$ 634.61
341.70.20 Merchandise Sales (Non-Taxable)	\$ 470.70	\$ 488.75	\$ 395.45	\$ 527.61
347.30.10 Pass Sales	\$ 2,692.09	\$ 2,602.42	\$ 2,424.22	\$ 1,676.29
347.30.20 General Admission	\$ 5,783.18	\$ 4,290.92	\$ 5,449.86	\$ 3,967.44
347.30.30 Special Events	\$ 176.92	\$ 498.17	\$ 132.93	\$ 109.27
347.60.10 Swim Classes/Instruction	\$ 17,014.83	\$ 15,844.50	\$ 9,618.90	\$ 10,137.25
347.60.20 Exercise Classes	\$ 432.75	\$ 270.25	\$ 141.50	\$ 251.00
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.90.10 Advertising/Sponsorship	\$ 15.00	\$ 15.00	\$ 1,030.00	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 111.82	\$ 75.00	\$ 274.79	\$ 579.55
362.40.20 Equipment (Locker) Rental	\$ 44.55	\$ -	\$ 9.54	\$ -
362.40.30 Facility Rental (long-term)	\$ 5,870.00	\$ 5,648.00	\$ 5,394.00	\$ 4,816.00
367.10.10 Cash Donations	\$ 4.50	\$ 171.75	\$ 3.95	\$ 14.00
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ 258.00	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ (16.55)	\$ 35.69	\$ (2.95)	\$ 47.70
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 1,645.50	\$ 2,024.00	\$ 1,305.00	\$ 1,051.50
369.91.40 Discounts Applied	\$ -	\$ (167.98)	\$ -	\$ (160.79)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ 13.64	\$ -
369.00.10 Account Credit	\$ -	\$ (2.00)	\$ -	\$ -
<b>Total Pool Operations Revenue</b>	<b>\$ 34,922.00</b>	<b>\$ 32,624.52</b>	<b>\$ 26,764.88</b>	<b>\$ 23,666.43</b>
313.11.00 Sales Tax Collected	\$ 949.32	\$ 751.67	\$ 889.24	\$ 690.52
<b>Total:</b>	<b>\$ 35,871.32</b>	<b>\$ 33,376.19</b>	<b>\$ 27,654.12</b>	<b>\$ 24,356.95</b>

Revenue Report for September 2019 TPMPD Board Meeting  
July 2019 & August 2019 Monthly Comparison

Scholarship Funds Applied	July 2018	July 2019	August 2018	August 2019
Pre-School Classes	\$ -	\$ 43.00	\$ -	\$ 43.00
Minnow Swim Classes (Ages 5 & under)	\$ 304.50	\$ 651.00	\$ 312.00	\$ 850.00
Sharks Swim Classes (Ages 6+)	\$ 1,245.00	\$ 2,238.00	\$ 801.00	\$ 2,872.50
Super Strokes Swim Classes	\$ 24.00	\$ 159.00	\$ 48.00	\$ 436.00
Pre-Comp Swim Classes	\$ 72.00	\$ 66.00	\$ 72.00	\$ 85.00
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 141.00	\$ 72.00	\$ 246.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,645.50</b>	<b>\$ 3,298.00</b>	<b>\$ 1,305.00</b>	<b>\$ 4,532.50</b>

Monetary Revenue from Swim Instruction Programs	July 2018	July 2019	August 2018	August 2019
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.60.10 Swim Classes/Instruction	\$ 17,014.83	\$ 15,844.50	\$ 9,618.90	\$ 10,137.25
<b>Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):</b>	<b>\$ 18,660.33</b>	<b>\$ 19,142.50</b>	<b>\$ 10,923.90</b>	<b>\$ 14,669.75</b>

August 2019 Scholarship Statistics





Tukwila Pool Metropolitan Park District  
CivicPlus GL Summary  
August 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 284.21	\$ -	\$ 350.40	\$ 634.61
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 306.61	\$ -	\$ 221.00	\$ 527.61
Revenue	347.30.10: Pass Sales	\$ 195.44	\$ -	\$ 1,480.85	\$ 1,676.29
Revenue	347.30.20: General Admission	\$ 2,332.38	\$ 5.90	\$ 1,629.16	\$ 3,967.44
Revenue	347.30.30: Special Events	\$ 67.93	\$ -	\$ 41.34	\$ 109.27
Revenue	347.60.10: Swim Classes and Instruction	\$ 2,217.00	\$ 60.00	\$ 7,860.25	\$ 10,137.25
Revenue	347.60.20: Exercise Classes	\$ 71.50	\$ -	\$ 179.50	\$ 251.00
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	\$ 270.45	\$ -	\$ 309.10	\$ 579.55
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ -	\$ 4,336.00	\$ 360.00	\$ 4,696.00
Revenue	367.10.10: Cash Donations	\$ 14.00	\$ -	\$ -	\$ 14.00
Revenue	367.10.30: Grant Revenue Swim Lessons				\$ -
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (41.07)	\$ -	\$ (119.72)	\$ (160.79)
Revenue	395.10.00: Sales of Capital Assets				\$ -
Liability	313.11.00: Sales Tax Collected	\$ 313.75	\$ 0.60	\$ 376.17	\$ 690.52
Liability	369.00.10: Account Credit (overpayment later used/refunded)	\$ -	\$ -	\$ -	\$ -
Totals for GL Codes		\$ 6,032.20	\$ 4,417.50	\$ 12,688.05	\$ 23,137.75
QBO Adjustments:					
	TPMPD Scholarship Funds Applied				\$ 1,051.50
	Deposit Over/Short				\$ 47.70
	Account Credit: Long Term Renter invoice payment with credit				\$ 120.00
Total:					\$ 24,356.95



**Run On** 09/04/2019 07:23 PM  
**Run By** TPMPD District Administrator  
**From** 08/01/2019 12:00 AM  
**To** 08/31/2019 11:59 PM

### Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018-1 Month Adult	47
2. 1 Month Memberships 2018-1 Month Family (2 Adults & Children)	27
3. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	81
4. 10 Visit Memberships 10x Adult	7
5. 10 Visit Memberships 10x Youth/Veteran/Senior	4
6. 10 Visit Memberships 2018 10x Adult	82
7. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	195
8. 3 Month Memberships 2018 3 Month Adult	29
9. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	67
10. Annual Memberships 1 Year Adult	18
11. Annual Memberships 1 Year Youth/Vet/Senior	77
12. Annual Memberships 2018-1 Year Adult	42
13. Annual Memberships 2018-1 Year Youth/Vet/Senior	114
14. Annual Memberships Youth/Senior Non-Resident	9
15. Exercise Pass 10 Visit 10x Exercise Adult	3
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	25
	827
<b>Totals for Check-In Summary by Membership</b>	<b>827</b>



Run On 09/04/2019 07:26 PM  
 Run By TPMPD District Administrator  
 From 08/01/2019 12:00 AM  
 To 08/31/2019 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	81	\$368.30
3. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	39	\$177.42
4. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	16	\$72.78
5. POS Item: 2018 Adult (18-54) Resident Family Swim	68	\$278.26
6. POS Item: 2018 Adult (18-54) Resident Lap Swim	34	\$139.07
7. POS Item: 2018 Adult (18-54) Resident Open Swim	49	\$200.50
8. POS Item: 2018 Adult Exercise Class (18-54) Resident	5	\$32.50
9. POS Item: 2018 Adult Free Pass (18-54)	16	\$0.00
10. POS Item: 2018 Late Night (Friday) Resident	93	\$211.38
11. POS Item: 2018 Late Night NON-Resident	3	\$6.82
12. POS Item: 2018 Senior (55+) NON-Resident Family Swim	2	\$5.90
13. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	4	\$11.81
14. POS Item: 2018 Senior (55+) Resident Family Swim	42	\$123.95
15. POS Item: 2018 Senior (55+) Resident Lap Swim	85	\$250.83
16. POS Item: 2018 Senior (55+) Resident Open Swim	7	\$20.67
17. POS Item: 2018 Senior Exercise (55+) Resident	13	\$65.00
18. POS Item: 2018 Shower (ID REQUIRED)	16	\$29.12
19. POS Item: 2018 Special Events Resident	37	\$109.27
20. POS Item: 2018 Veteran Exercise Resident	2	\$10.00
21. POS Item: 2018 Veteran NON-Resident Open Swim	1	\$2.95
22. POS Item: 2018 Veteran Resident Family Swim	4	\$11.82
23. POS Item: 2018 Veteran Resident Lap Swim	4	\$11.80
24. POS Item: 2018 Veteran Resident Open Swim	2	\$5.91
25. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	63	\$186.06
26. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	16	\$47.23
27. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	14	\$41.32
28. POS Item: 2018 Youth (3-17) Resident Family Swim	271	\$800.42
29. POS Item: 2018 Youth (3-17) Resident Lap Swim	143	\$422.38
30. POS Item: 2018 Youth (3-17) Resident Open Swim	188	\$555.29
31. POS Item: 2018 Youth Free Pass (3-17)	9	\$0.00
32. POS Item: ARC Non-Resident Fee (M/W)	14	\$112.00
33. POS Item: ARC Non-Resident Fee (S/S)	8	\$32.00
34. POS Item: ARC Non-Resident Fee (T/Th)	20	\$140.00
35. POS Item: ARC Non-Resident Fee (Weekdays)	20	\$199.00
36. Discount: Staff Price	38	\$51.00
37. Discount: Staff Price	74	\$100.50
38. POS Item: Cracker/Cookies	79	\$27.50
39. POS Item: Donation	17	\$14.00
40. POS Item: Ear Plugs	1	\$2.73
41. POS Item: Fruit Snacks	115	\$48.50
42. POS Item: Gatorade	55	\$59.22
43. POS Item: Gold Fish	69	\$49.25
44. Discount: Staff Price	8	\$5.00
45. POS Item: Lock4sale	3	\$19.08
46. POS Item: Meat Stick	60	\$72.75
47. POS Item: Nuts	27	\$19.50
48. POS Item: Pretzels	39	\$16.50
49. Discount: Staff Price	22	\$17.69
50. POS Item: Snapple	27	\$35.49
51. POS Item: Swim cap, silicone	14	\$127.26
52. POS Item: Swim Diaper	3	\$5.46
53. POS Item: Swim Goggles	32	\$200.41
54. POS Item: Trail Mix	50	\$51.75
55. POS Item: TV Advertising (Monthly)	1	\$15.00
56. POS Item: Vitamin Water	28	\$36.40
57. POS Item: Water	84	\$58.52
<b>Totals for POS Summary Report</b>	<b>2236</b>	<b>\$5,715.27</b>
	2236	\$5,715.27



# INFORMATIONAL MEMORANDUM

## **Tukwila Pool Metropolitan Park District**

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

**FROM: Kristine Selleck, District Administrator**

**DATE: September 9, 2019**

**SUBJECT: District Administrator's Report**

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### District Tasks Completed:

- a) Bookkeeper/Operations transaction troubleshooting
- b) American Red Cross Centennial Campaign reporting, and billing.
- c) Employee Handbook updates
- d) Website Updates and Improvements where needed
- e) Finance Committee usual administrative duties and Budget preparation
- f) Completed the WCIA 2019 Liability Exposure Questionnaire
- g) Attended WCIA Training: Taking the Mystery Out of Insurance and Indemnity Requirements for Contracts

### **ATTACHMENTS**

- Tukwila Pool MPD – District Administrator's Annual Agenda Items Schedule
- WCIA 2019 Liability Exposure Questionnaire

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

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

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

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### General Exposure Information

1.1	Total number of governing body board or council members.	5	
1.2	How many are elected?	5	
1.3	How many are appointed?	0	
1.4	Is your entity a city/town?	No	
1.4a	What is the population of your city/town?		
1.4b	What was the year of the census or OFM estimate?		
1.5	Total current number of employees.	42	
1.6	Total full time equivalents (FTEs).	15	
1.7	What county does your entity reside in?	King	

### Budget for 2019

2.1	What is your total municipal budget for 2019 (one year)?	\$1,677,320	
2.2	What is your total debt service for 2019 (one year)?	\$234,587	
2.3	What is your total capital projects (CIP) amount for 2019 (one year)?	\$55,000	
2.4	What are your total transfers in for 2019 (one year)?	\$0	
2.5	What is your total operating budget for 2019 (one year)?	\$1,291,288	
2.6	What are your total transfers out for 2019 (one year)?	\$80,000	

### Public Beaches

3.1	Do you own and/or operate a public beach?	No	
3.1a	Is there a frontage area?		
3.1aa	Number of linear miles of frontage area.		
3.1b	Is there swimming?		
3.1ba	Are there lifeguard(s)?		
3.1c	Is there boating?		

### Marinas

4.1	Do you own and/or operate a marina?	No	
4.1a	Do you provide fueling services?		
4.1aa	Estimated annual fuel sales.		

### Wharves, Docks, or Piers

5.1	Do you own and/or operate wharves, docks, or piers?	No	
5.1a	Number of wharves, docks or piers?		

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Swimming Pools

6.1	Do you own and/or operate swimming pools?	Yes	
6.1a	Number of swimming pools.	1	
6.1b	Do you have diving boards?	Yes	
6.1ba	Number of pools with diving boards.	1	
6.1c	Do you have waterslides?	Yes	
6.1ca	Number of pools with waterslides.	1	
6.1d	Do you have lifeguards?	Yes	
6.1da	Are the lifeguards employed by you?	Yes	

### Golf Courses

7.1	Do you own and/or operate a golf course(s)?	No	
7.1a	What are the total number of holes?		
7.1b	Do you own and/or lease golf carts?		
7.1ba	Number of carts.		

### Skateboard Parks

8.1	Do you own a skateboard park(s)?	No	
8.1a	Number of skateboard parks.		

### Stadiums or Bleachers

9.1	Do you own and/or operate a stadium or facility that has a seating capacity of 5,000 or greater?	No	
9.1a	Seating capacity.		

### Exhibition Hall, Auditorium, and Convention Center

10.1	Do you own and/or operate an exhibition hall, auditorium, or a convention center?	No	
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### Community Center/Senior Center

11.1	Do you own and/or operate a community center/senior center?	No	
11.1a	Number of community centers/senior centers.		

### Child Care Center

12.1	Does your entity own and/or operate a child care center?	No	
12.1a	Is the Child Care Center certified by the Washington State Department of Early Learning?		
12.1b	Number of centers/facilities.		

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Child Care Center

12.1c	Average daily attendance.		
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### Before and After School Programs

13.1	Does your entity own and/or operate a before and/or after school program for elementary school age children?	No	
13.1a	Number of centers/facilities.		
13.1b	Average daily attendance.		

### Summer Camps

14.1	Does your entity provide a summer camp?	No	
14.1a	Do the patrons stay overnight?		

### Landfills or Dump Sites

15.1	Do you own and/or operate landfills or dump sites?	No	
15.1a	Total number of sites.		
15.1b	Number of active sites.		
15.1c	Are all sanitary landfills?		
15.1d	Do you have closed landfills?		
15.1da	Are all closed landfills in compliance with state and federal regulations?		

### Dams

16.1	Do you own and/or operate dams?	No	
16.1a	Number of dams.		
16.1b	What is the height of the largest dam in feet?		
16.1c	What is the water impounding capacity of the largest dam in acres?		

### Cemeteries

17.1	Do you own and/or maintain a cemetery?	No	
17.1a	Number of cemeteries.		

### Watercraft

18.1	Do you have watercraft that is owned and/or leased that is over 30 feet?	No	
18.1a	Number of watercraft.		

### Libraries

19.1	Do you own and/or operate a library?	No	
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# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Libraries

19.1a	Number of libraries.		
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### Campgrounds

20.1	Do you own and/or operate a campground(s)?	No	
20.1a	Number of campgrounds.		

### Bicycle and Multiuse Paths

21.1	Do you have bicycle and/or multiuse paths (including bicycle lanes in roadways)?	No	
21.1a	Number of miles of bicycle and/or multiuse paths.		

### Paved Streets and Roads

22.1	Do you have paved streets and/or roads?	No	
22.1a	Number of linear miles of paved streets and/or roads.		

### Unpaved Streets and Roads

23.1	Do you have unpaved streets and/or roads?	No	
23.1a	Number of linear miles of unpaved streets and/or roads. (Not including closed streets or roads.)		

### Sidewalks

24.1	Do you have sidewalks?	No	
24.1a	Number of miles of sidewalks.		

### Traffic Signals

25.1	Do you have traffic signals?	No	
25.1a	Number of traffic signals.		

### Water System

26.1	Do you have a water system?	No	
26.1a	Number of miles of water main.		
26.1b	Number of service connections.		
26.1c	Average daily consumption in million gallons per day (MGD).		
26.1d	2019 (annual) year operating budget.		

### Sewage System

27.1	Do you have a sewage system?	No	
27.1a	Number of miles of sanitary sewer.		

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Sewage System

27.1b	Number of service connections.		
27.2	Do you own a sewage treatment plant?	No	
27.2a	Average daily flow in million gallons per day (MGD).		
27.2b	2019 (annual) year operating budget.		

### Storm Sewers

28.1	Do you have storm sewers?	No	
28.1a	Number of miles of storm sewers.		

### Electric Utility

29.1	Do you own and/or operate electric utilities?	No	
29.1a	Number of residential customers.		
29.1b	Number of commercial/industrial customers.		
29.1c	Do you provide electric distribution only (except for back-up generation)?		
29.1d	2019 (annual) year operating budget.		

### Gas Utility

30.1	Do you own and/or operate gas utilities?	No	
30.1a	Number of residential customers.		
30.1b	Number of commercial/industrial customers.		
30.1c	2019 (annual) year operating budget.		

### Parks

31.1	Do you have parks?	No	
31.1a	Number of parks.		
31.1b	Total acreage.		
31.1c	Number of playgrounds.		

### Building Permits

32.1	Do you issue building permits?	No	
32.1a	Number of permits issued annually.		
32.1b	Number of planning/development review land use services department full-time equivalents (FTEs).		

### Municipal Court

33.1	Do you have a municipal court?	No	
33.1a	Do you provide services to other municipalities?		

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Municipal Court

33.1b	Annual number of criminal cases and/or violations.		
33.1c	Do you provide or contract for electronic home monitoring equipment or services?		

### Special Events

34.1	Does your entity sponsor special events or any event that exceeds 5,000 in attendance?	No	
34.1a	How many annually?		

### Refuse Collection

35.1	Do you operate refuse collection?	No	
35.1a	Number of customers.		

### Vehicle or Equipment Maintenance

36.1	Do you perform vehicle and/or equipment maintenance for another entity?	No	
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### Nurses and Physical Therapists

37.1	Do you have nurses and/or physical therapists on staff?	No	
37.1a	Number of nurses and/or physical therapists.		

### Fire Department

38.1	Do you own and/or operate a fire department?	No	
38.1a	2019 (annual) year operating budget.		
38.1b	Number of paid firefighters (do not include paid volunteers).		
38.1c	Number of volunteer firefighters.		
38.1d	Number of paramedics and/or EMTs.		

### Human Resources Personnel

39.1	Do you have fulltime HR personnel professionals?	No	
39.1a	Number of personnel/HR department full-time equivalents (FTEs).		

### Vehicles

40.1	Are any regular vehicles used over 50 miles away from the entity?	No	
40.2	Number of police patrol cars you own and/or lease.	0	
40.3	Number of all other police vehicles you own and/or lease.	0	
40.4	Number of fire department vehicles you own and/or lease.	0	
40.5	Number of refuse trucks you own and/or lease.	0	
40.6	Number of 12 or 15 passenger vans you own and/or lease.	0	

# Washington Cities Insurance Authority

## Tukwila Pool Metropolitan Park District

### Questionnaire: 2019 LIABILITY EXPOSURE

#### 2019 LIABILITY EXPOSURE

### Vehicles

40.7	Number of all other licensed vehicles (no trailers or inland marine/mobile equipment) you own and/or lease.	0	
40.8	Grand total of all vehicles you own and/or lease.	0	

### Law Enforcement

41.1	Does your entity have law enforcement personnel?	No	
41.1a	Do you have police dogs?		
41.1aa	Number of police dogs.		
41.1b	Number of armed officers.		
41.1c	Number of arrests annually.		
41.1d	Do you have reserve officers?		
41.1da	Number of reserve officers.		
41.2	Does your entity own/operate a correctional, detention, or holding facility?	No	
41.2a	Maximum length of stay in days.		
41.2b	Total square feet of the facility.		
41.2c	Number of persons in custody annually.		
41.3	Does your entity have animal control personnel?	No	
41.3a	Total full time equivalents (FTEs).		

### IT Services

42.1	Do you provide IT services to other entities?	No	
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### Drones

43.1	Does your entity own or operate an unmanned aerial vehicle (UAV)?	No	
43.1a	Number of UAV(s).		
43.1b	Do the UAV(s) weigh under 55 pounds?		
43.1c	Does your entity follow all FAA regulations regarding the UAV(s)?		



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### d) Finance Committee

July 2019 Financial Reports Attached:

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



# Tukwila Pool Metropolitan Park District

## BALANCE SHEET

As of July 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	46,801.81
111.11 US Bank Deposit Acct - 8744	173,656.38
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	398,542.03
115.21 KC Fund 175910010 General	<b>335,922.14</b>
<b>Total Bank Accounts</b>	<b>\$954,922.36</b>
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	3,988.45
<b>Total Other Current Assets</b>	<b>\$4,388.45</b>
<b>Total Current Assets</b>	<b>\$959,310.81</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>\$3,022,332.80</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	3,087.72
<b>Total Credit Cards</b>	<b>\$3,087.72</b>
Other Current Liabilities	
231.00 Payroll Liabilities	3,639.32
<b>Total Other Current Liabilities</b>	<b>\$3,639.32</b>
<b>Total Current Liabilities</b>	<b>\$6,727.04</b>
Long-Term Liabilities	
217.10 Bond Payable	366,075.34
227.00 Bridge Loan Payable	447,829.04
<b>Total Long-Term Liabilities</b>	<b>\$813,904.38</b>
<b>Total Liabilities</b>	<b>\$820,631.42</b>
Equity	\$2,201,701.38
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,022,332.80</b>

	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 07.31.2019	% of Budget
2	<b>Unrestricted Opening Balance</b>	<b>308.80.00</b>		<b>198,375.00</b>	<b>198,389.00</b>	<b>238,546.00</b>	<b>271,557.67</b>	<b>288,491.29</b>	<b>343,876.36</b>	<b>380,436.35</b>	<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	554,904.01	55.02%
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>554,904.01</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	4,306.96	57.81%
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>4,306.96</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	2,777.25	69.43%
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	1,905.75	54.45%
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>4,683.00</b>	
14	<b>Cultural and Recreation</b>											
15	Activity Fees - General Passes (Taxable)	347.30.10		20,400.00	23,641.12	22,500.00	21,524.26	24,200.00	28,239.24	25,000.00	19,148.77	76.60%
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	17,956.17	49.19%
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	1,446.68	57.87%
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	65,583.93	77.16%
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	1,622.00	25.34%
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	120.00	40.00%
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>106,022.55</b>	
24	<b>Interest</b>											
25	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported below on CIP Fund Budget	850.00	2,564.03	2,500.00	5,227.85	4,500.00	10,893.64	7,800.00	5,868.03	75.23%
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>5,868.03</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	2,272.73	34.97%
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	67,915.00	76.31%
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>70,187.73</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	212.53	85.01%
34	Gifts In-Kind (Non-taxable)	367.10.20			-		-					
35	Grant Revenue Swim Lessons	367.10.30						10,000.00	10,000.00	-	258.00	
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>470.53</b>	
39	<b>Miscellaneous Revenue</b>											
40	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information				53.27		-		240.00	
41	Deposit Over / Short	369.80.00					11.31		11.15		30.14	
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	6,993.00	69.93%
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)				(677.17)	
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>6,585.97</b>	
49	<b>Sales of Capital Assets</b>											
50	Sales of Capital Assets	395.10.00					272.73		13.64		490.91	
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>490.91</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				-		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>753,519.69</b>	

	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 07.31.2019	% 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	2,090.00	21.77%
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	74.37	29.75%
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	555.00	92.50%
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>2,719.37</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	21,919.75	66.22%
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	3,104.97	62.54%
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	659.00	131.80%
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>25,683.72</b>	

	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 07.31.2019	% 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	6,778.24	31.04%
96	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	1,242.42	3,276.00	1,016.74	31.04%
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	418.95	27.93%
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	268.02	26.80%
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	1,255.07	41.84%
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	1,188.00	19.80%
111	<b>Communication Services</b>											
112	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		200.00		350.00	
113	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	224.48	300.00	153.85	51.28%
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	1,794.20	119.61%
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	2,274.29	54.15%
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	470.46	27.67%
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	3,106.89	56.49%
119	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported below on CIP Fund Budget	1,800.00	801.26	2,300.00	343.60	800.00	(743.47)	500.00	328.95	65.79%
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	4,465.04	74.42%
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	1,900.90	95.05%
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	5,334.54	183.95%
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	419.12	59.87%
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	12,500.00	71.43%
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	647.75	51.82%
128	<b>Financial Services</b>											
129	Accounting Services (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	1,367.75	22.80%
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	195.00	39.00%
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	612.00	94.15%
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>47,660.81</b>	

	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 07.31.2019	% of Budget
141	<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	81,988.46	45.04%
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	29,733.74	58.30%
144	Water Exercise Instructor Wages	576.20.400.10.25		-	-	-	-	-	551.50	4,000.00	2,779.32	69.48%
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	44,490.17	64.74%
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	71,245.96	57.33%
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	13,759.84	45.87%
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	2,282.11	30.43%
151	Summer Incentive Pay Wages	576.20.400.10.75	Board approved \$2/hr incentive	-	-	-	-	-	-	-	2,654.28	-
152	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	16,688.16	57.64%
153	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	4,185.68	-	37.34	-	-	-	-	-
154	<b>Swimming Pool Personnel Benefits</b>											
155	<b>Non-Taxable Benefits</b>											
156	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	22,994.73	51.98%
157	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	7,143.89	35.30%
158	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	8,764.01	58.43%
159	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-	-	-	-
160	<b>Swimming Pool Supplies</b>											
161	<b>Program Supplies and Equipment</b>											
162	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	93.83	31.28%
163	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%
164	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	1,607.99	53.60%
165	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	1,945.65	97.28%
166	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	790.67	45.44%
167	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	-	-	-	156.44	150.00	235.52	100.00	61.29	61.29%
168	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	95.00	19.00%
169	<b>Maintenance and Repairs Supplies</b>											
170	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	7,723.30	77.23%
171	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	4,355.84	39.60%
172	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	1,551.23	31.02%
173	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	138.64	13.86%
174	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	2,575.16	51.50%
175	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	49.83	200.00	74.68	37.34%

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 07.31.2019	% of Budget	
<b>176 Swimming Pool Services</b>												
177 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	6,515.90	58.07%	
178 Translation Services	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	500.00	-	0.00%	
179 Grant Translation	576.20.400.40.21						500.00	-		-		
<b>180 Advertising &amp; Promotion</b>												
181 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	780.00	39.00%	
182 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	1,244.22	31.11%	
183 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	358.78	35.88%	
184 Promotional giveaways	576.20.400.40.34	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	500.00	17.97	3.59%	
185 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%	
186 Grant Marketing	576.20.400.40.36						1,700.00	153.57		-		
187 Grant Overhead	576.20.400.40.37						2,800.00	825.43		-		
188 Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	1,500.00	505.74	33.72%	
<b>189 Staff Development</b>												
190 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%	
191 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	2,470.00	70.57%	
<b>192 Rentals and Leases</b>												
193 Equipment Rentals	576.20.400.40.51		1,000.00	452.00	500.00	-	-	-	-	-		
194 Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-	-	-	-	-		
<b>195 Utilities</b>												
196 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	10,178.30	53.57%	
197 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	23,353.49	46.71%	
198 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	4,542.40	64.89%	
199 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	427.25	28.48%	
200 Garbage Collection (Utilities)	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	1,000.00	-	0.00%	
201 Storm Drain (Utilities)	576.20.400.40.66											
202 Other (Utilities)	576.20.400.40.67											
<b>203 Repairs and Maintenance Services</b>												
204 Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-	-	-	-	-		
205 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	17,416.48	58.05%	
206 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	12,431.39	33.50%	
207 Landscaping/Groundskeeping Services	576.20.400.40.74											
208 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%	
<b>209 Miscellaneous Services</b>												
210 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	6,993.00	69.93%	
211 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	305.00	87.14%	
212 Aerobics Partner	576.20.400.40.93							1,275.00	2,400.00	350.00	14.58%	
213 Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	1,000.00	-	500.00	-						
214 Adult Free Passes	576.20.400.40.95				60.00	-						
215 Youth Free Passes	576.20.400.40.96				300.00	9.00						
216 Discounts Applied	576.20.400.40.97											
217 Gift Certificates	576.20.400.40.98					322.00						
<b>218</b>		<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>415,616.87</b>		

	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 07.31.2019	% of Budget	
219	<b>Sales Tax</b>												
220	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	4,110.97	55.18%	
221	<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>4,110.97</b>		
222	<b>Debt Service Principle</b>												
223	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	65,190.37	58.09%	
224	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	48,277.93	49.50%	
225	<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>113,468.30</b>		
226	<b>Debt Service Interest</b>												
227	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	5,659.99	61.29%	
228	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	8,287.07	53.09%	
229	<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>13,947.06</b>		
230	<b>Park Facility Improvements and New Construction</b>												
231	CIP Supplies	595.76.300.30.00	Reported below: 2019 Capital Improvement Project/Lifetime Replacement Fund Budget	25,000.00	25,917.53								
232	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00							
233	<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>							
234	<b>Transfers Out</b>												
235	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%	
236	<b>Total 597.00.300 Transfers Out</b>			<b>80,000.00</b>		<b>85,000.00</b>	<b>133,305.00</b>	<b>80,000.00</b>	<b>97,633.20</b>	<b>80,000.00</b>			
237	<b>Total Expenditures</b>			<b>1,033,439.00</b>	<b>921,264.53</b>	<b>1,075,990.00</b>	<b>1,081,728.57</b>	<b>1,171,143.93</b>	<b>1,188,942.67</b>	<b>1,291,287.97</b>	<b>623,207.10</b>		
238													
239	<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>		
240	<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>753,519.69</b>		
241	<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>(623,207.10)</b>		
242	<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>558,099.22</b>		
243	<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>130,312.59</b>		
244	<b>Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures</b>												
245	<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	155,801.78		
246	<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>		
247	<b>Tukwila Pool Metropolitan Park District 2019 Capital Improvement Project/Lifetime Replacement Fund Budget</b>												
248													
249	<b>Notes</b>			<b>2016 Adopted</b>	<b>2016 Actuals</b>	<b>2017 Budget</b>	<b>2017 Actuals</b>	<b>2018 Budget</b>	<b>2018 Actuals</b>				
249	<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>		
250	<b>Revenues</b>												
251				\$80,000.00		\$85,000.00	\$5,000.00	80,000.00	97,633.20	80,000.00	-	0.00%	
252	Transfers in from General Fund												
253	*(\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)						\$110,105.00						
254	*2018 Transfer in 2017						\$18,200.00						
255	Prior Period Adjustment(s) EQYadjustment to the Budget Report balance to match the General Ledger (QBO)			-	-	-	-	-	11,661.44				
256	Investment Income Interest earned from CIP Fund										5,088.41		
257	<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>\$5,088.41</b>		
258	<b>Expenditures</b>												
259	*2018: Diving Block Replacement			\$50,000				18,000.00	17,999.97			-	
260	*2018: Lighting Replacement							6,200.00	7,954.10			-	
261	*2018: Slide Maintenance							12,000.00	13,354.00			-	
262	*2018: Pool Covers							12,501.00	16,830.62			-	
263	*2018: Lane Dividers								3,336.80			-	
264	*2018: Security Cameras								9,549.10			-	
265	*2019 Proposed: Pool Liner									55,000.00		0.00%	
266	Bank Charges Bank Service Fees from CIP Fund										121.43		
267	<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>121.43</b>		
268													
269	<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>		
270	<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>\$5,088.41</b>		
271	<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>(121.43)</b>		
272	<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>398,542.03</b>		



# Tukwila Pool Metropolitan Park District

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

July 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	2,530.52	84,048.67	-81,518.15	3.01 %
<b>Total 311 General Property Tax</b>	<b>2,530.52</b>	<b>84,048.67</b>	<b>-81,518.15</b>	<b>3.01 %</b>
313 Local Retail Tax				
313.11.00 Sales Tax Collected	751.67	620.83	130.84	121.08 %
<b>Total 313 Local Retail Tax</b>	<b>751.67</b>	<b>620.83</b>	<b>130.84</b>	<b>121.08 %</b>
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	572.05	333.33	238.72	171.62 %
341.70.20 Untaxed Merchandise (Non-taxable)	488.75	291.67	197.08	167.57 %
<b>Total 341 Merchandise</b>	<b>1,060.80</b>	<b>625.00</b>	<b>435.80</b>	<b>169.73 %</b>
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	2,602.42	2,083.33	519.09	124.92 %
347.30.20 Activity Fees - General Admissions (Taxable)	4,290.92	3,041.67	1,249.25	141.07 %
347.30.30 Activity Fees - Special Events (Taxable)	498.17	208.33	289.84	239.13 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	15,844.50	7,083.33	8,761.17	223.69 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	270.25	533.33	-263.08	50.67 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		312.50	-312.50	
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)		29.17	-29.17	
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)	15.00	25.00	-10.00	60.00 %
<b>Total 347 Cultural and Recreation</b>	<b>23,521.26</b>	<b>13,316.66</b>	<b>10,204.60</b>	<b>176.63 %</b>
361 Interest				
361.10.00 Interest and Other Earnings		650.00	-650.00	
361.10.00.01 Interest General Fund	1,139.20		1,139.20	
<b>Total 361.10.00 Interest and Other Earnings</b>	<b>1,139.20</b>	<b>650.00</b>	<b>489.20</b>	<b>175.26 %</b>
<b>Total 361 Interest</b>	<b>1,139.20</b>	<b>650.00</b>	<b>489.20</b>	<b>175.26 %</b>
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)	75.00	541.67	-466.67	13.85 %
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	5,648.00	7,416.67	-1,768.67	76.15 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 362 Rents, Leases and Concessions</b>	<b>5,723.00</b>	<b>7,958.34</b>	<b>-2,235.34</b>	<b>71.91 %</b>
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	171.75	20.83	150.92	824.53 %
367.10.30 Grant Revenue Swim Lessons	258.00		258.00	
<b>Total 367 Contributions from Private Sources</b>	<b>429.75</b>	<b>20.83</b>	<b>408.92</b>	<b>2,063.13 %</b>
369 Miscellaneous Revenue				
369.00.10 Unapplied Cash Income (Account Credit)	-2.00		-2.00	
369.80.00 Deposit Over/Short	35.69		35.69	
369.91.10 Scholarship Funds Applied	2,024.00	833.33	1,190.67	242.88 %
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-167.98		-167.98	
<b>Total 369.91.40 Discounts Applied</b>	<b>-167.98</b>		<b>-167.98</b>	
<b>Total 369 Miscellaneous Revenue</b>	<b>1,889.71</b>	<b>833.33</b>	<b>1,056.38</b>	<b>226.77 %</b>
Unapplied Cash Payment	240.00		240.00	
<b>Total Income</b>	<b>\$37,285.91</b>	<b>\$108,073.66</b>	<b>\$ -70,787.75</b>	<b>34.50 %</b>
<b>GROSS PROFIT</b>	<b>\$37,285.91</b>	<b>\$108,073.66</b>	<b>\$ -70,787.75</b>	<b>34.50 %</b>
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend	142.00	800.00	-658.00	17.75 %
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	190.00	50.00	140.00	380.00 %
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>332.00</b>	<b>1,145.84</b>	<b>-813.84</b>	<b>28.97 %</b>
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	2,653.75	2,758.33	-104.58	96.21 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	331.62	413.75	-82.13	80.15 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.67	-41.67	
576.20.200.40.20 Travel (Exec. non-development)		16.67	-16.67	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 576.20.200 Executive Expenditures</b>	<b>2,985.37</b>	<b>3,242.92</b>	<b>-257.55</b>	<b>92.06 %</b>
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	1,152.26	1,820.00	-667.74	63.31 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	172.84	273.00	-100.16	63.31 %
576.20.300.30.11 Office Supplies (Consumables)	42.65	125.00	-82.35	34.12 %
576.20.300.30.12 Printing Supplies (Consumables)	30.79	83.33	-52.54	36.95 %
576.20.300.30.13 Office Equipment (Non-Consumable)	324.49	250.00	74.49	129.80 %
576.20.300.30.14 Computer Equipment (Replacement)		83.33	-83.33	
576.20.300.40.10 IT/Computer Service		333.33	-333.33	
576.20.300.40.20 Legal Services	384.00	500.00	-116.00	76.80 %
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage	27.35	25.00	2.35	109.40 %
576.20.300.40.33 Website & Email Hosting	1,632.00	125.00	1,507.00	1,305.60 %
576.20.300.40.34 Internet/VoIP Phones	323.27	350.00	-26.73	92.36 %
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	529.77	458.33	71.44	115.59 %
576.20.300.40.40 Bank Charges		41.67	-41.67	
576.20.300.40.40.01 Bank Charges General Fund	20.53		20.53	
<b>Total 576.20.300.40.40 Bank Charges</b>	<b>20.53</b>	<b>41.67</b>	<b>-21.14</b>	<b>49.27 %</b>
576.20.300.40.50 Payroll Service	859.98	500.00	359.98	172.00 %
576.20.300.40.60 Membership Dues		166.67	-166.67	
576.20.300.40.70 Miscellaneous Services		16.67	-16.67	
576.20.300.40.81 Security & Fire Alarms	399.70	241.67	158.03	165.39 %
576.20.300.40.82 Pest Control	86.60	58.33	28.27	148.47 %
576.20.300.40.83 Insurance		1,458.33	-1,458.33	
576.20.300.40.84 Fingerprinting (WSP)	346.50	104.17	242.33	332.63 %
576.20.300.40.92 CPA Services		500.00	-500.00	
576.20.300.40.93 Software Programs (financial)	120.00	41.67	78.33	287.98 %
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>6,519.22</b>	<b>8,434.68</b>	<b>-1,915.46</b>	<b>77.29 %</b>
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	13,577.02	15,167.92	-1,590.90	89.51 %
576.20.400.10.20 Instructor Wages	6,343.27	4,250.00	2,093.27	149.25 %
576.20.400.10.25 Water Exercise Instructor Wages	373.01	333.33	39.68	111.90 %
576.20.400.10.40 Director of Aquatics Operations Salary	5,416.66	5,727.17	-310.51	94.58 %
576.20.400.10.50 Assistant Aquatics	9,863.43	10,356.67	-493.24	95.24 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Manager Wages				
576.20.400.10.60 Front Desk Wages	2,577.96	2,500.00	77.96	103.12 %
576.20.400.10.65 Maintenance Worker Wages		1,083.33	-1,083.33	
576.20.400.10.70 Overtime Wages	500.85	625.00	-124.15	80.14 %
576.20.400.10.75 Summer Incentive Pay Wages	2,654.28		2,654.28	
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,251.53	2,412.58	-161.05	93.32 %
576.20.400.20.11 FICA	3,672.87	3,686.36	-13.49	99.63 %
576.20.400.20.12 Unemployment	1,102.52	1,686.57	-584.05	65.37 %
576.20.400.20.13 L & I	2,403.48	1,250.00	1,153.48	192.28 %
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	-25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment		66.67	-66.67	
576.20.400.30.13 Special Events Supplies & Equipment	387.45	250.00	137.45	154.98 %
576.20.400.30.14 Staff Uniforms Supplies & Equipment		166.67	-166.67	
576.20.400.30.15 Safety Supplies & Equipment		145.00	-145.00	
576.20.400.30.16 Lifeguard Class Supplies & Equipment		8.33	-8.33	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment	95.00	41.67	53.33	227.98 %
576.20.400.30.21 Pool Chemicals Supplies & Equipment	576.26	833.33	-257.07	69.15 %
576.20.400.30.22 Janitorial Supplies & Equipment	1,079.67	916.67	163.00	117.78 %
576.20.400.30.23 Tools and Equipment	147.24	416.67	-269.43	35.34 %
576.20.400.30.24 Landscaping Supplies & Equipment	100.17	83.33	16.84	120.21 %
576.20.400.30.30 Resale Inventory	548.99	416.67	132.32	131.76 %
576.20.400.30.40 Miscellaneous Supplies & Equipment	54.88	16.67	38.21	329.21 %
576.20.400.40.10 Transaction Services/Merchant Fees	1,296.90	935.00	361.90	138.71 %
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	17.97	41.67	-23.70	43.12 %
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.38 Lifeguard Recruiting	363.28	125.00	238.28	290.62 %
576.20.400.40.41 Travel/Transportation (Staff development)		83.33	-83.33	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.42 Tuition/Registration Fees (Staff development)	249.00	291.67	-42.67	85.37 %
576.20.400.40.61 Electrical (Utilities)	1,395.51	1,583.33	-187.82	88.14 %
576.20.400.40.62 Gas (Utilities)	2,393.75	4,166.67	-1,772.92	57.45 %
576.20.400.40.63 Water (Utilities)	760.12	583.33	176.79	130.31 %
576.20.400.40.64 Sewer (Utilities)	61.40	125.00	-63.60	49.12 %
576.20.400.40.65 Garbage Collection (Utilities)		83.33	-83.33	
576.20.400.40.72 Facility Repairs/Maintenance Services		2,500.00	-2,500.00	
576.20.400.40.73 Equipment Repairs/Maintenance Services	3,258.30	3,092.67	165.63	105.36 %
576.20.400.40.80 Travel (Staff non- development)		16.67	-16.67	
576.20.400.40.91 Scholarship Funds Expensed	2,024.00	833.33	1,190.67	242.88 %
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>65,546.77</b>	<b>67,947.45</b>	<b>-2,400.68</b>	<b>96.47 %</b>
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	673.95	620.83	53.12	108.56 %
<b>Total 586.00.300 Sales Tax</b>	<b>673.95</b>	<b>620.83</b>	<b>53.12</b>	<b>108.56 %</b>
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,359.50	9,351.86	7.64	100.08 %
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>9,359.50</b>	<b>17,478.65</b>	<b>-8,119.15</b>	<b>53.55 %</b>
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	761.98	769.62	-7.64	99.01 %
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>761.98</b>	<b>2,070.34</b>	<b>-1,308.36</b>	<b>36.80 %</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>\$86,178.79</b>	<b>\$107,607.38</b>	<b>\$ -21,428.59</b>	<b>80.09 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -48,892.88</b>	<b>\$466.28</b>	<b>\$ -49,359.16</b>	<b>-10,485.73 %</b>
Other Income				
361.10.00.02 Interest CIP Fund	753.79		753.79	
<b>Total Other Income</b>	<b>\$753.79</b>	<b>\$0.00</b>	<b>\$753.79</b>	<b>0.00%</b>
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	17.85		17.85	
595.76.300 Park Facility Improvements (CIP)				
595.76.300.40.00 CIP Services		4,583.33	-4,583.33	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 595.76.300 Park Facility Improvements (CIP)</b>		<b>4,583.33</b>	<b>-4,583.33</b>	
Transfer Activity				
City Bridge Loan Principle	-9,359.50		-9,359.50	
<b>Total Transfer Activity</b>	<b>-9,359.50</b>		<b>-9,359.50</b>	
<b>Total Other Expenses</b>	<b>\$ -9,341.65</b>	<b>\$4,583.33</b>	<b>\$ -13,924.98</b>	<b>-203.82 %</b>
NET OTHER INCOME	<b>\$10,095.44</b>	<b>\$ -4,583.33</b>	<b>\$14,678.77</b>	<b>-220.26 %</b>
NET INCOME	<b>\$ -38,797.44</b>	<b>\$ -4,117.05</b>	<b>\$ -34,680.39</b>	<b>942.36 %</b>

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

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

**Filing Period:** July 31, 2019  
**Due Date:** August 26, 2019

**Filing Frequency:** Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	8,038.56	8,038.56	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	24,585.96	24,585.96	0.00	0.015000	0.00

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	8,038.56	Add Deduction	8,038.56	0.065000	522.51
Use Tax	0.00		0.00	0.065000	0.00
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
<b>Total State Sales and Use</b>					<b>522.51</b>

[Find Location by Address](#)

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

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	8,038.56	0.035000	281.35
		8,038.56		281.35

[Find Location by Address](#)

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

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

**Deductions**

Line Code	Deduction	Amount Filed
<b>Business &amp; Occupation</b>		
Retailing	Other	8,038.56
Service and Other Activities; Gambling Contests of Chance	Other	24,585.96

2 Rows

**Return Totals**

Total Tax	803.86
Less Credits	0.00
<b>Total Amount</b>	<b>803.86</b>

**Submitter Information**

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Aug-14-2019
Confirmation #	0-009-798-891

**Payment Info**

Payment Type Selected: ACH Debit/E-Check

Amount	803.86
Effective Date	Aug-15-2019



# Tukwila Pool Metropolitan Park District

## TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

July 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			
<b>213.14 US Bank Kristine PC - 2183</b>			
07/03/2019	US Bank	Overnight Card Delivery for Kristine Selleck's P Card replacement	20.00
07/03/2019	Staples	Expo Markers and Magnetic Mesh Basket	18.46
07/03/2019	USPS	Finger Prints sent to WSP	7.35
07/06/2019	Adobe	Monthly Subscription Acrobat Pro	16.49
07/06/2019	Intermedia.net	Billing Period: 06.10.19 - 07.10.19 Hosted PBX Phone Service	184.72
07/06/2019	Banner Buzz	Special event general supplies: table cloth	159.80
07/08/2019	Costco Wholesale	Corn nuts, Austin Cookies and Crackers, Goldfish, Jack Link Beef Sticks, Trail Mix, Vitamin water, Snapple Diet Tea, Propel Zero Flavored Water, Welch's Fruit Snacks	275.84
07/15/2019	Rackspace	Renewal: Rackspace Cloud Office	1,632.00
07/15/2019	Costco Wholesale	2" D-Binder	12.10
07/15/2019	National Recreation and Park Association	Service Date: 04/18/19- 04/19/19 AFO Class /Event for Brad Harpin	249.00
07/15/2019	Costco Wholesale	3rd Saturday Event Date: 07.20.19 (Cardboard Boat Races) Food	16.28
07/15/2019	Costco Wholesale	2" D- binder	12.09
07/18/2019	Wristband Express	Wristbands	95.00
07/28/2019	Costco Wholesale	Resale Inventory: Clif Bar, CornNuts, Planters Peanuts, Trail Mix snack, Jack Link Big Beef Stick, Gatorade, Propel Zero Water, Purified drinking water, Snapple Lemonade	266.57
<b>Total for 213.14 US Bank Kristine PC - 2183</b>			<b>\$2,965.70</b>
<b>213.15 US Bank Brad PC - 2866</b>			
07/05/2019	Lowe's	8 x 10 White Shelf (6), 11.69 inch Grey brackets (4), Wall Anchors, Utility Shelf Board, Radius Edge Primed Douglas Fir Board (2)	101.34
07/08/2019	Amazon.com	Lifesavers for Marketing Fairs	17.97
07/11/2019	Amazon.com	3rd Saturday Event Date: 07.20.2019 (Carboard Boat Races) Medals, Markers, Duct Tape, Party Gift Supplies	192.38
07/11/2019	Lowe's	Paint, Bolts, Buckets, Drop Cloth, Hooks, Wall Anchors, Screws, Plaster, Brackets	140.40
07/15/2019	Costco Wholesale	Copy Paper and Water	37.37
07/15/2019	Amazon.com	Markers	46.08
07/18/2019	Costco Wholesale	3rd Saturday Event Date: 07.19.2019 (Cardboard Races) Cake	18.99
07/27/2019	Lowe's	Nuts, Screws, Washers 6.84 Pruning Saw, 5 gal Bucket, gloves, Hedge Shears 64.67	71.51
07/27/2019	Best Buy	Microwave	177.07
07/28/2019	Panera Bread	Volunteer Event Date: 07.28.19 (Done In a Day) Food	54.88
07/28/2019	Lowe's	Bark	23.50
07/28/2019	King County Solid Waste	King County Solid Waste dump run	12.00
07/31/2019	Indeed, Inc.	July 2019 (Lifeguard Recruiting)	363.28
<b>Total for 213.15 US Bank Brad PC - 2866</b>			<b>\$1,256.77</b>
<b>Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			<b>\$4,222.47</b>

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

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Call to order

1. Meeting called to order at 8:37 am by Sharon Shipman

Roll Call

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

TPMPD: Jeri Frangello-Anderson, Aaron Shipman

STAFF: Brad Harpin

1. Approval of June minutes

2. Business items:

- 1.0 Done in a Day – moved to Sunday July 20, 2019, 9am – 1pm.
  - Priorities: pressure wash, weeding, stadium lighting.
  - Would like to wash interior seating, edge cement paths.
  - Do we have a volunteer contact list?
- 2.0 Volunteer Policy – can TPAC help the board?
  - Is there a sign-up sheet? Hours tracking?
  - Previous conversations got stuck.
  - Richard did some work on a policy - Austin has continued.
  - Board to address in October.
- 3.0 See You in the Park events – which should we target? Who's attending?
  - Should choose relevant events: Sprinklers
  - Can we have / bring tables?
  - Related: would like to get pool participating in Community Center programming.
- 4.0 Sign Permit Application
  - Brad will get estimate to have sign made for existing sign posts.
- 5.0 Open comments
  - Christine Neuffer: can we improve access for special needs?
    - Would like to see adult changing table.
  - Brad would like to see:
    - Stairs replaced with a ramp.
    - Lift chair replaced / upgraded.
    - Push-button auto-opening doors.

Staff Report

- August 6<sup>th</sup>, closing pool for power outage, may run to 2 days.
- Brad trying to find vendor to redo pool liner.
- Would like to redo deck drainage.
  
- Next TPAC Meeting is scheduled for Saturday, 08/17/2019 8:30am at the Tukwila Community Center.

Meeting adjourned at 9:50 am.



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### f) Programming & Outreach Committee

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



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

**FROM:** Jeri Frangello-Anderson and Brad Harpin

**DATE:** September 9, 2019

**SUBJECT:** **Employee Handbook Update – APPENDIX A.1 Tukwila Pool Metropolitan Park District Salary and Wage Scale**

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### **ISSUE**

The Assistant Aquatics Manager Position Job Description and Head Lifeguard position needed some clarification after speaking with the Director of Aquatics Operations to make the language more defined for the verbiage regarding the step increase for certifications. Meeting with the Director of Aquatics Operations it was determined that the verbiage should be more defined to "as determined by the Director of Aquatics Operations" and deemed that this pay increase would be based on facility needs.

### **FINANCIAL IMPACT**

None

### **BACKGROUND**

It has been reported by staff members that the information regarding certification-based step increases is not clearly presented in the Employee Handbook. Employees interpret that a step increase will be given for every certification listed. The proposed changes will clarify the circumstances when certification-based step increases will be given. Step increases based on obtaining additional certification will be at the discretion of the Dir. of Aquatics Operations. Step increases will most likely take place when the certification obtained, supports the organization and the employees assigned responsibilities.

### **DISCUSSION**

Do the proposed updates clarify when certification-based step increases will be given?

### **RECOMMENDATION**

It is recommended that the Board approve the proposed updates to Appendix A.1 as presented.

### **ATTACHMENTS**

- Appendix A.1 of the Employee Handbook with proposed changes in red-line.

**Appendices****APPENDIX A.1 Tukwila Pool Metropolitan Park District Salary and Wage Scale**

Effective January 1, 2019

**Tukwila Pool Metropolitan Park District 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.
  - 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - 3 Steps up requires a minimum of 36 active months of previous equivalent experience.

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- ~~• 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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- Additionally, Lifeguards with certain high value certifications (such as Lifeguard Swimming Instructor, WSI Trainer, etc.) may qualify for a step increase. This certification increase will be determined by the Director of Aquatics Operations and will be based on facility needs. 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 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:
  - 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.
  - 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.
  - 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.
  - 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - 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 qualify for a step increase. This certification increase will be determined by the Director of Aquatics Operations and will be based on facility needs. 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.
- ~~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).

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- 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.
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**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.
  - 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - 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:
  - Lifeguard Instructor (LGI)
  - Water Safety Instructor Trainer (WSIT)
  - 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.



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**07. BUSINESS ITEMS:**

b) 2019 Pool Liner Resurfacing Project Update

The Board will receive updates regarding the project. Additional written material/report may also be presented.