



# TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

## AGENDA

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, February 10, 2020, 6:00 p.m.** Resolution Numbers:

Location: **Tukwila School District Conference Room: n/a**  
**4640 S. 144th St., Tukwila, WA 98168**

<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) January 13, 2019 Regular Meeting	Page 5
	b) Approve Vouchers	Page 7
<b>06. REPORTS</b>	a) Commissioners	Page 17
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	e) Tukwila Pool Advisory Committee (TPAC)	Page 42
	f) Programming & Outreach Committee	Page 44
<b>07. BUSINESS ITEMS:</b>	a) 2019 End of Year Financial Review	Page 45
	b) Seattle Southside Chamber of Commerce Membership Discussion	Page 52
<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 - JANUARY 2020



### JOHN GREENWALT

**John Greenwalt is alert and ready at all times with always having the mindset of a safe swimming environment. He shows strong workmanship to help ensure a clean environment at the Tukwila Pool. We can tell he loves working here and enjoys being involved with the community. we are glad to have him on our team and we appreciate all his hard work!**



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**04. CITIZEN COMMENTS**

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



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

# MINUTES

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, January 13, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila School District Conference Room:  
4640 S. 144th St., Tukwila, WA 98168**

2020-01

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

President Commissioner Aaron Shipman called meeting to order at 6:01pm, the read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took roll call:

Present: Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, Commissioner Jeri Frangello-Anderson, Commissioner Andrew Stahl, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin, and District Administrator Kristine Selleck

### 02. APPROVE AGENDA

**Commissioner Ellen Gengler made a motion to approve the Agenda as presented. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:03pm.**

### 03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for December 2019 – Welcome New Staff Members

### 04. CITIZEN COMMENTS

Commissioner Aaron Shipman addressed a thank you card mailed to Tukwila Pool MPD for our participation in the Spirit of Giving Event

### 05. CONSENT AGENDA

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

**Commissioner Ellen Gengler made a motion to approve the Minutes from the December 9, 2019 Regular Meeting. Commissioner Vanessa Zaputil seconded. Discussion: Commissioner Vanessa Zaputil pointed out an error in the Miscellaneous section: the “T” in STP stands for “Tukwila,” not “The.” Motion Passed 5:0 at 6:09pm.**

**Commissioner Ellen Gengler made a motion to approve the Minutes from the December 19, 2019 Special Meeting. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 6:10pm.**

b) Approve Vouchers:

**Commissioner Ellen Gengler made a motion to approve the December Vouchers. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:10pm.**

### 06. REPORTS

a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities

b) Director of Aquatics Operations: Brad Harpin read his operations report

c) District Administrator: Kristine Selleck read her district report and added the following:

Records Inventory: 2013 Operations Revenue & Deposits, DAN GS2011-184 Rev. 3 has been destroyed following its 6 year retention period.

d) Finance Committee: Commissioner Vanessa Zaputil gave report of Finance Committee Activity

e) Tukwila Pool Advisory Committee (TPAC): Thank you, TPAC!

f) Programming & Outreach/Marketing: Both Finance Committee and Programming & Outreach Committee officer appointments occur in March and need to be added to the annual agenda items schedule

**07. BUSINESS ITEMS:**

a) 2020 Auditing Officer Delegation: Resolution 2020-01

**Commissioner Jeri Frangello-Anderson made a motion to read Resolution 2020-01 by title only. Commissioner Ellen Gengler seconded. Discussion: None. Motion Passed 5:0 at 6:57pm.**

**AUDITING OFFICER DELEGATION RESOLUTION FOR TUKWILA POOL METROPOLITAN PARK DISTRICT #17591 RESOLUTION 2020-01. APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL.**

**Commissioner Vanessa Zaputil made a motion to approve Resolution 2020-01 as presented. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 6:59pm.**

b) 2020 Retreat Discussion

The Commissioners discussed the 2020 Retreat and plan for it to be scheduled for May 30, 2020. The following are possibilities for location:

- Tukwila School District Administration Building
- Tukwila Library
- Sullivan Community Center
- Billy Baroo's at Foster Golf Links

**08. MISCELLANEOUS:**

Commissioner Vanessa Zaputil commented that the Legislative session begins in January and RCWs can be affected. There is a local park options funding bill that will be included.

Commissioner Jeri Frangello-Anderson commented that the WRPA Aquatics Network meetings have beneficial information regarding the Pool industry.

**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 Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 7:30pm.**

ATTEST:

\_\_\_\_\_  
Vanessa Zaputil, Clerk of the Board

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



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/07/2020  
Total Amount: \$30,382.03  
Control Total: 7  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20191230104845.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck - Bill Scans 12/28/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
<u><i>K. Selleck</i></u>	<u>12/30/19</u>	<u><i>Jenni Franzelle Budreau</i></u>
Authorized District Signature	Date	Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

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# Special District Voucher Approval Document

KCv2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20191230105035.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			41275	12/12/2019	\$66,473.94	3 OF 3 PAYMENT FOR 2019 POOL LINER PROJECT LESS 5% RETAINAGE





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/07/2020  
Total Amount: \$66,473.94  
Control Total: 1  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20191230105035.csv  
Fund #: 175913010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Kristine Selleck - Bill Scans 12/28/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)	
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Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :			
<u><i>Kristine Selleck</i></u>	<u>12/30/19</u>	<u><i>Jeanne Fongelle Anderson</i></u>	<u>12/30/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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## Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20191230104845.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE COMPUTER MAINTENANCE, INC.			1084759	12/23/2019	\$65.44	SERVICE DATE: 12.23.2019 SET UP NEW HARDRIVE FOR DOAO COMPUTER (PART COVERED UNDER WARRANTY)
CITY OF TUKWILA			LP-00132	01/01/2020	\$10,121.48	BILLING DATE: JANUARY 2020 CITY BRIDGE LOAN PAYMENT
ORCA PACIFIC, INC.			41249	12/10/2019	\$714.85	SHIP DATE: 12/09/2019 POOL CHEMICALS
PUGET SOUND ENERGY			20191224	12/24/2019	\$2,637.01	SERVICE DATES: 11/21/2019 - 12/23/2019 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20191219	12/19/2019	\$771.58	SERVICE DATES: 11/15/2019 - 12/19/2019 UTILITIES ELECTRIC
WA CITIES INSURANCE AUTHORITY			14768	01/01/2020	\$14,190.00	SERVICE DATES: 2020 - LIABILITY AND/OR PROGRAM ASSESSMENT FOR 2019
WATER DISTRICT NO. 125			20191220	12/20/2019	\$1,881.67	SERVICE DATES: 10/16/2019 - 12/17/2019 UTILITIES WATER



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/14/2020  
Total Amount: \$1,743.36  
Control Total: 7  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20200106110909.csv  
Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 01/06/2020

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)):

*[Handwritten Signature]*

Authorized District Signature

1/6/20

Date

*[Handwritten Signature: Jen Frongello - Auditor]* 1/6/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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# Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20200106110909.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9096569555	12/27/2019	\$265.66	DELIVERY DATE: 12.27.19 CARBON DIOXIDE LIQUID BULK
COMCAST BUSINESS			201091228	12/28/2019	\$138.55	SERVICE DATES: 01.08.20 - 02.07.20 BUSINESS CABLE AND INTERNET
MCKINSTRY CO LLC			10105041	12/27/2019	\$730.17	SERVICE DATE: 12.06.19 REMOVED AND REPLACED PLUGGED FILTERS
ORCA PACIFIC, INC.			41390	12/27/2019	\$42.55	SHIP DATE: 12.26.19 POOL CHEMICALS
ORCA PACIFIC, INC.			41400	12/27/2019	\$326.43	SHIP DATE: 12.27.19 POOL CHEMICALS
ROWLEY, ISABELLA			20191206	12/06/2019	\$10.00	SERVICE DATE: 12.06.19 FINGERPRINTS - REIMBURSEMENT FOR ALLIANCE 2020 INC
VALLEY VIEW SEWER DISTRICT			201912310399	12/31/2019	\$230.00	TPMPD MEETING SITE RENTAL: 2019 QUARTER 4



# Special District Voucher Approval Document

Scheduled Payment Date: 01/21/2020  
Total Amount: \$3,848.79  
Control Total: 7  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20200113111021.csv  
Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 01/10/2020


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)):

 1/13/20  
Authorized District Signature Date

 1/13/20  
Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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# Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20200113111021.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE COMPUTER MAINTENANCE, INC.			1084829	12/31/2019	\$223.94	SERVICE DATE: 12/31/2019 TESTED NETWORK COMPONENTS
CIT			34679151	01/07/2020	\$336.51	BILLING PERIOD: 12.28.19 - 01.27.20 EQUIPMENT RENTAL
MCKINSTRY CO LLC			10106424	01/07/2020	\$96.84	SERVICE DATE: MAINTENANCE AND SERVICE AGREEMENT QUARTER 2 PAYMENT
MCKINSTRY CO LLC			10106425	01/07/2020	\$1,839.98	SERVICE DATE: MAINTENANCE AND SERVICE AGREEMENT QUARTER 2 PAYMENT
STANLEY CONVERGENT SECURITY SOLUTIONS			71705185	12/27/2019	\$321.75	SERVICE DATES:12/19/19 FAULTED EQUIPMENT/ SYSTEM. CLEANED AND TESTED
WALTER E. NELSON CO.			740115	01/09/2020	\$673.52	SHIP DATE: 01/09/20 JANITORIAL SUPPLIES
WASHINGTON STATE PATROL			120004339	01/07/2020	\$356.25	SERVICE DATES: DECEMBER 2019 BACKGROUND CHECKS SUBMITTED BY TPMPD

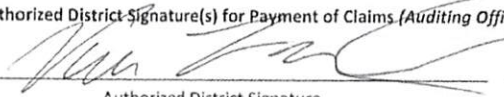



# Special District Voucher Approval Document

Scheduled Payment Date: 01/28/2020  
 Total Amount: \$1,038.57  
 Control Total: 7  
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20200120112946.csv  
 Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Amy O'Neill - Bill Scans 01/16/2020</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>1/20/20</u>	
Authorized District Signature	Date	Authorized District Signature
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Authorized District Signature	Date	Authorized District Signature
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Authorized District Signature	Date	Authorized District Signature
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District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20200120112946.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9967781298	01/10/2020	\$142.62	RENTAL PERIOD: DECEMBER 2019 CARBON DIOXIDE CYLINDER RENTAL
SHARP ELECTRONICS CORPORATION			9002493483	01/03/2020	\$25.94	COPIES USAGE: 09/29/2019 - 12/31/2019 COLOR COPIES OVERAGE - 450
STANLEY CONVERGENT SECURITY SOLUTIONS			17131198	01/02/2020	\$46.64	SERVICE DATES: FEBRUARY 2020 FIRE MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17127250	01/02/2020	\$56.65	SERVICE DATES: FEBRUARY 2020 SECURITY MONITORING FEES
VALLEY VIEW SEWER DISTRICT			20200101	01/01/2020	\$61.40	SERVICE DATES: DECEMBER 2019 UTILITIES SEWER
WALTER E. NELSON CO.			740460	01/10/2020	\$416.57	SHIP DATE: 01/10/2020 JANITORIAL SUPPLIES
WALTER E. NELSON CO.			741177	01/15/2020	\$288.75	SHIP DATE: 01/15/2020 JANITORIAL SUPPLIES





# 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:** February 10, 2020  
**SUBJECT:** Director of Aquatic Operations Report – January 2020

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### Operations:

**Silver Sneakers Update:** Operations has received great feedback from community about Silver Sneakers offering. 53 scans for the month of January | 5 users accounted for the 53 scans. | Scan Report was sent to Tivity Health on February 5<sup>th</sup>.

**Staffing:** The pool is currently fully staffed in both the Lifeguard Team and the WSI Team.

**Spring Brochure:** Team is working on 2020 Spring Brochure.

**Swim Lessons:** 2020 February session have started, we are currently serving 141 participants. January 2019 133 participants served.

**Seattle Southside Tourism Symposium:** February 12th 3:00pm - 6:00pm 4 tickets have been purchased (Brad, Austin, BOC #1, BOC #2).

**Staff Evaluations:** Assistant Manager evaluations have been completed and filed. Assistant Managers have until 2/21/2020 to complete all PT Staff evaluations. (next evaluation set for mid-June 2020)

**Seattle Southside Chamber of Commerce:** Exploring the benefits of membership/cost. Meeting with Renatta, Membership & Program Manager Friday 2/7/2020

**W2's (TAXES):** Remaining W2's were placed in the mail on 1/31/2020

**Orca Pacific Inc:** Orca completed scheduled backwash and did a routine chemical test, see attachment. Austin S./DOAO are working to raise the Calcium Hardness.

**McKinstry - Plumbing:** Mckinstry was called to address shower room issues, waiting for 2 parts to complete work.

**King Aquatic Club:** King County Aquatic Center will be busy with PAC12 and State Meets, KAC looking for 2 weeks of practice until KCAC resumes typical schedule. KAC will swim at Tuk Pool for 2 weeks from 6:30pm - 8:00pm. (future opportunity to collaborate with KAC need to be explored)

**Sunbelt Controls:** Renewable Service Agreement has been signed and returned.

**Mount Rainer Pool:** Met with Scott Deschenes, District General Manager to discuss collaboration opportunities and general operations. (proposing a joint meeting in March or April – Build Relationship)

**12. Tukwila School District: Foster High School ILA/Class Offerings:** update will be provided at February board meeting.

13. **Tukwila Community Center:** Camp Tukwilly summer 2020 discussion with Shannon went well. Camp Tukwilly will potentially use the pool 1 day a week vs. 4 total swims summer 2019. Discussion about 2020 needs is ongoing.

14. **Program Committee Meeting:** Meeting took place 2/6/2020 @ 5:30pm. Aaron, Sharon, Ellen, Justin and Jessica.

## Program:

**Budget:** January 2020

**Revenue:** 347.60.10 Swim Classes/Instruction: **\$6186.50** (Some Revenue taken in December 2019 for January 2020 swim classes)

**Participation:** January 2020 YTD Actuals: 122 | Capacity: 220 / Variance: -98 Low enrollment expected, due to pool closure and the holidays. Registration for the January swim lessons began during pool closure.

January 2019 Actuals: 158 | Capacity: ? |

Variance: **-36 participants** compared to 2019 enrollment numbers.

Swim Lessons for February 2020 are tracking ahead of 2019 | FEB 2020 YTD Registered Participants: 141 compared to FEB 2019 Actuals: 133

**Waitlisted:** 0

## Community:

**Rock'n Beach Party:** Took place January 18<sup>th</sup> from 1:00PM - 3:00PM. Participation: 36 participants were signed-in.

**Candy Land:** Scheduled for February 15<sup>th</sup> from 1:00pm – 3:00pm. Please let Justin know if you plan on attending as a volunteer [jstowers@tukwilapool.org](mailto:jstowers@tukwilapool.org)

<b>January 2020 Free Passes Redeemed:</b>	
August 2019 Speakers at the Park (TCC)	3
December 2019 Spirit of Giving (TCC)	5
Total:	8

## ATTACHMENTS

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



Revenue Report for February 2020 TPMPD Board Meeting  
December 2019 & January 2020 Monthly Comparison

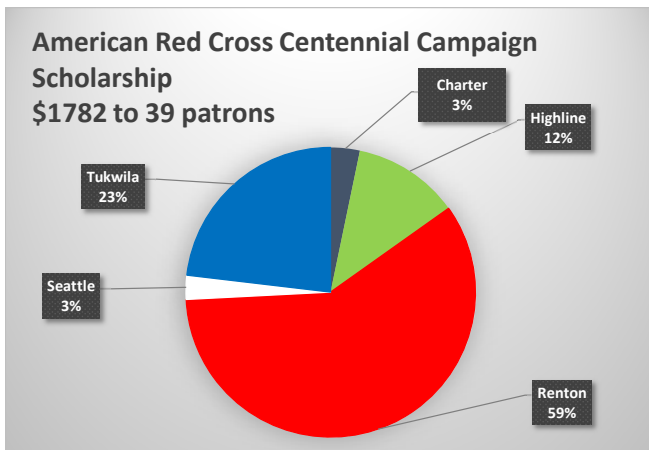
Category	December 2018	December 2019	January 2019	January 2020
341.70.10 Merchandise Sales (Taxable)	\$ 178.75	\$ 81.37	\$ 324.37	\$ 385.04
341.70.20 Merchandise Sales (Non-Taxable)	\$ 175.55	\$ 43.00	\$ 286.25	\$ 224.50
347.30.10 Pass Sales	\$ 2,910.12	\$ 4,400.38	\$ 3,434.21	\$ 2,383.44
347.30.20 General Admission	\$ 1,862.64	\$ 616.06	\$ 2,535.37	\$ 2,508.28
347.30.30 Special Events	\$ 41.36	\$ -	\$ 157.26	\$ 103.64
347.60.10 Swim Classes/Instruction	\$ 304.00	\$ 2,064.00	\$ 8,837.50	\$ 6,186.50
347.60.20 Exercise Classes	\$ 259.00	\$ -	\$ 130.75	\$ 253.50
347.60.30 Lifeguard Classes	\$ 340.00	\$ 135.00	\$ 110.00	\$ (135.00)
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 70.00	\$ 35.00	\$ 35.00	\$ (35.00)
347.90.10 Advertising/Sponsorship	\$ -	\$ 15.00	\$ 30.00	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 54.55	\$ -	\$ 390.91	\$ 670.92
362.40.20 Equipment (Locker) Rental	\$ -	\$ -	\$ -	\$ -
362.40.30 Facility Rental (long-term)	\$ 7,830.00	\$ 3,600.00	\$ 16,649.00	\$ 2,696.00
367.10.10 Cash Donations	\$ 100.30	\$ 151.80	\$ 9.35	\$ 29.10
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ (0.75)	\$ (1.00)	\$ (13.25)	\$ (8.50)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ 166.56
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 1,200.00	\$ -	\$ 1,272.00	\$ -
369.91.40 Discounts Applied	\$ -	\$ (17.40)	\$ (46.82)	\$ (125.26)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ 36.36	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
<b>Total Pool Operations Revenue</b>	<b>\$ 15,325.52</b>	<b>\$ 11,123.21</b>	<b>\$ 34,178.26</b>	<b>\$ 15,318.72</b>
313.11.00 Sales Tax Collected	\$ 505.58	\$ 509.34	\$ 686.59	\$ 595.64
<b>Total:</b>	<b>\$ 15,831.10</b>	<b>\$ 11,632.55</b>	<b>\$ 34,864.85</b>	<b>\$ 15,914.36</b>

Revenue Report for February 2020 TPMPD Board Meeting  
December 2019 & January 2020 Monthly Comparison

Scholarship Funds Applied	December 2018	December 2019	January 2019	January 2020
Pre-School Classes	\$ -	\$ -	\$ 24.00	\$ -
Minnow Swim Classes (Ages 5 & under)	\$ 240.00	\$ -	\$ 380.00	\$ -
Sharks Swim Classes (Ages 6+)	\$ 528.00	\$ -	\$ 580.00	\$ -
Super Strokes Swim Classes	\$ 96.00	\$ -	\$ 48.00	\$ -
Pre-Comp Swim Classes	\$ 216.00	\$ -	\$ 240.00	\$ -
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ 120.00	\$ -	\$ -	\$ -
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,200.00</b>	<b>\$ -</b>	<b>\$ 1,272.00</b>	<b>\$ -</b>

Monetary Revenue from Swim Instruction Programs	December 2018	December 2019	January 2019	January 2020
347.60.30 Lifeguard Classes	\$ 340.00	\$ 135.00	\$ 110.00	\$ (135.00)
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 70.00	\$ 35.00	\$ 35.00	\$ (35.00)
347.60.10 Swim Classes/Instruction	\$ 304.00	\$ 2,064.00	\$ 8,837.50	\$ 6,186.50
<b>Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):</b>	<b>\$ 1,914.00</b>	<b>\$ 2,234.00</b>	<b>\$ 10,254.50</b>	<b>\$ 6,016.50</b>

January 2020 Scholarship Statistics





Tukwila Pool Metropolitan Park District  
CivicPlus GL Summary  
January 2020

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 128.64	\$ -	\$ 256.40	\$ 385.04
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 143.00	\$ -	\$ 81.50	\$ 224.50
Revenue	347.30.10: Pass Sales	\$ 406.60	\$ 66.59	\$ 1,910.25	\$ 2,383.44
Revenue	347.30.20: General Admission	\$ 1,256.06	\$ -	\$ 1,252.22	\$ 2,508.28
Revenue	347.30.30: Special Events	\$ 81.82	\$ -	\$ 21.82	\$ 103.64
Revenue	347.60.10: Swim Classes and Instruction	\$ 415.75	\$ -	\$ 5,770.75	\$ 6,186.50
Revenue	347.60.20: Exercise Classes	\$ 56.50	\$ -	\$ 197.00	\$ 253.50
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ (135.00)	\$ (135.00)
Revenue	347.90.00: Other Fees-Pass through Red Cross	\$ -	\$ -	\$ (35.00)	\$ (35.00)
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ 670.92	\$ 670.92
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 122.25	\$ 2,573.75	\$ -	\$ 2,696.00
Revenue	367.10.10: Cash Donations	\$ 29.10	\$ -	\$ -	\$ 29.10
Revenue	367.10.30: Grant Revenue Swim Lessons				\$ -
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (19.33)	\$ -	\$ (105.93)	\$ (125.26)
Revenue	395.10.00: Sales of Capital Assets				\$ -
Liability	313.11.00: Sales Tax Collected	\$ 186.11	\$ 6.66	\$ 402.87	\$ 595.64
Liability	369.00.10: Account Credit (overpayment later used/refunded)	\$ -	\$ -	\$ -	\$ -
Totals for GL Codes		\$ 2,806.50	\$ 2,662.00	\$ 10,287.80	\$ 15,756.30
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ -
Deposit Over/Short					\$ (8.50)
Misc. Revenue: Vendor refund from 2015 (AllStream)					\$ 166.56
Total:					\$ 15,914.36



**Run On** 02/05/2020 06:00 PM  
**Run By** TPMPD District Administrator  
**From** 01/01/2020 12:00 AM  
**To** 01/31/2020 11:59 PM

### Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2020 -1 Month Adult	67
2. 1 Month Memberships 2020 -1 Month Youth/Veteran/Senior	102
3. 10 Visit Memberships 10x Youth/Veteran/Senior	5
4. 10 Visit Memberships 2020 10x Adult	74
5. 10 Visit Memberships 2020 10x Youth/Veteran/Senior	162
6. 3 Month Memberships 2020 3 Month Adult	44
7. 3 Month Memberships 2020 3 Month Youth/Vet/Senior	41
8. 3 Month Memberships Silver Sneakers Membership	55
9. Annual Memberships 1 Year Adult	23
10. Annual Memberships 1 Year Youth/Vet/Senior	80
11. Annual Memberships 2020 -1 Year Adult	77
12. Annual Memberships 2020 -1 Year Youth/Vet/Senior	204
13. Annual Memberships Youth/Senior Non-Resident	19
14. Exercise Pass 10 Visit 2020 10x Exercise Adult	2
15. Exercise Pass 10 Visit 2020 10x Exercise Veteran/Senior	18
	973
<b>Totals for Check-In Summary by Membership</b>	
	973



Run On 02/05/2020 05:58 PM  
 Run By TPMPD District Administrator  
 From 01/01/2020 12:00 AM  
 To 01/31/2020 11:59 PM

**POS Summary Report**

Item Description	Quantity	Total
1. POS Item: 2020 Adult (18-54) NON-Resident Family Swim	24	\$130.86
2. POS Item: 2020 Adult (18-54) NON-Resident Lap Swim	100	\$545.09
3. POS Item: 2020 Adult (18-54) NON-Resident Open Swim	11	\$59.97
4. POS Item: 2020 Adult (18-54) Resident Family Swim	11	\$55.00
5. POS Item: 2020 Adult (18-54) Resident Lap Swim	49	\$245.00
6. POS Item: 2020 Adult (18-54) Resident Open Swim	2	\$10.00
7. POS Item: 2020 Adult Exercise Class (18-54) NON-Residen	1	\$6.50
8. POS Item: 2020 Adult Exercise Class (18-54) Resident	2	\$13.00
9. POS Item: 2020 Late Night (Friday) Resident	57	\$155.48
10. POS Item: 2020 Late Night NON-Resident	3	\$8.18
11. POS Item: 2020 NO SCHOOL Special (School Holiday)	17	\$46.37
12. POS Item: 2020 Senior (55+) NON-Resident Lap Swim	17	\$61.88
13. POS Item: 2020 Senior (55+) NON-Resident Open Swim	3	\$10.91
14. POS Item: 2020 Senior (55+) Resident Family Swim	7	\$25.47
15. POS Item: 2020 Senior (55+) Resident Lap Swim	96	\$349.40
16. POS Item: 2020 Senior Exercise (55+) NON-Resident	1	\$5.00
17. POS Item: 2020 Senior Exercise (55+) Resident	9	\$45.00
18. POS Item: 2020 Shower (ID REQUIRED)	10	\$22.70
19. POS Item: 2020 Special Events Resident	31	\$103.64
20. POS Item: 2020 Veteran NON-Resident Lap Swim	1	\$3.64
21. POS Item: 2020 Veteran Resident Lap Swim	1	\$3.64
22. POS Item: 2020 Youth (3-17) NON-Resident Family Swim	21	\$76.40
23. POS Item: 2020 Youth (3-17) NON-Resident Lap Swim	43	\$156.41
24. POS Item: 2020 Youth (3-17) NON-Resident Open Swim	9	\$32.74
25. POS Item: 2020 Youth (3-17) Resident Family Swim	49	\$178.21
26. POS Item: 2020 Youth (3-17) Resident Lap Swim	78	\$283.65
27. POS Item: 2020 Youth (3-17) Resident Open Swim	13	\$47.28
28. POS Item: 2020 Youth Free Pass (3-17)	8	\$0.00
29. POS Item: ARC Non-Resident Fee (4 lessons)	11	\$55.00
30. POS Item: ARC Non-Resident Fee (8 lessons)	31	\$310.00
31. POS Item: Clif Bar	18	\$25.20
32. POS Item: Corn Nuts	24	\$34.50
33. Discount: Staff Price	116	\$46.50
34. POS Item: Donation	21	\$29.10
35. POS Item: Ear Plugs	3	\$8.19
36. POS Item: Fruit Snacks	76	\$29.25
37. POS Item: Gatorade	19	\$25.44
38. POS Item: Gold Fish	37	\$27.00
39. POS Item: Meat Stick	10	\$12.00
40. POS Item: Nuts	11	\$7.50
41. POS Item: Pretzels	17	\$7.75
42. POS Item: Propel	38	\$26.57
43. Discount: Staff Price	43	\$49.11
44. POS Item: Swim cap, silicone	4	\$36.36
45. POS Item: Swim Diaper	1	\$1.82
46. POS Item: Swim Goggles	11	\$69.98
47. POS Item: Swim Shampoo	2	\$14.54
48. POS Item: Trail Mix	4	\$4.50
49. POS Item: TV Advertising (Monthly)	1	\$15.00
50. Discount: Staff Price	21	\$25.48
51. Discount: Staff Price	66	\$32.59
	1259	\$3,574.80
<b>Totals for POS Summary Report</b>		
	1259	\$3,574.80



# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: February 10, 2020

SUBJECT: **District Administrator's Report**

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### **District Tasks Completed:**

- a) Working with our Bookkeeper and Director of Aquatics Operations on End of Year tasks:
  - i. 1099 tax forms mailed to appropriate vendors on 01/27/2020
  - ii. 1096 tax form mailed to the Internal Revenue Service on 01/28/2020
  - iii. Preparing 2019 Financial Review Documents
- b) MRSC – Roster Bi-Annual Legal Notice was published in Seattle Times. Copy of the notice has been collected and retained in the Public Notices Binder in the Admin Office.
- c) Finance Committee administrative duties:
  - i. Executed annual Operations Deposit Account Balance Transfer (\$266,900 approximate balance at 2019 year-end).
    - \$30,000 transferred to account 5669 to cover Purchasing Card payments for 2020
    - \$236,000 transferred to our General Fund to earn interest and be available to pay bills.
    - Updated the income guidelines for Scholarship approvals
- d) King County Youth Amateur Sports Grant \$140K Reimbursement check received, deposited, and transferred to our CIP Fund.
- e) Washington State Audit for the 2017-2018 Audit Period: Director and Bookkeeper assisted the auditor with sampling of our Small and Attractive Assets.
- f) Open Government Training for Elected Officials is due Tuesday, March 31, 2020
- g) Completed the Jurisdiction Reporting of Officials for the Public Disclosure Commission. Commissioners should expect a notification to complete statement F-1: Personal Financial Affairs Statement. The purpose of the F-1 is that personal financial information must be disclosed annually by elected officials in order to allow the public to assess whether officials may have conflicts of interest.
- h) Completed the Annual Refiling Survey for the Bureau of Labor Statistics (requested every 3 years).

### **ATTACHMENTS**

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



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 Account Funds Transfer (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> Deposit Account Funds Transfers (Due 1/31)</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>DA:</b> Renew Business License</p>	<p><b>DA:</b> Expiring TPAC Positions (if applicable)</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>Year-End Financial Review</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>Public Hearing: Property Tax Levy</p> <p><b>Resolution:</b> Limit Factor Increase</p> <p><b>Resolution:</b> General Tax Levy</p>	<p>Public Hearing: Annual Budget</p> <p><b>Resolution:</b> Annual Budget</p> <p><b>Resolution:</b> Meeting Schedule</p> <p>BoC Officer Selections</p> <p>TPAC Appointments</p> <p><b>Contract Renewals:</b> Attorney and CPA</p>

File Location: <https://docs.google.com/document/d/1I9pWgelssRbISBJwfgPSCSgJGQOyaEx-6ttcAf-YFZ4/edit?usp=sharing>



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 06. REPORTS

#### d) Finance Committee

##### December 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 December 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	29,961.42
111.11 US Bank Deposit Acct - 8744	266,989.55
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	369,672.78
115.21 KC Fund 175910010 General	<b>309,783.68</b>
<b>Total Bank Accounts</b>	<b>\$976,407.43</b>
Other Current Assets	
113.00 Change Fund	550.00
Undeposited Funds	4,274.00
<b>Total Other Current Assets</b>	<b>\$4,824.00</b>
<b>Total Current Assets</b>	<b>\$981,231.43</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>\$3,044,253.42</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
231.00 Payroll Liabilities	2,899.78
231.30 Unclaimed Property Transfer Account	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,899.78</b>
<b>Total Current Liabilities</b>	<b>\$2,899.78</b>
Long-Term Liabilities	
217.10 Bond Payable	316,831.85
227.00 Bridge Loan Payable	400,797.04
<b>Total Long-Term Liabilities</b>	<b>\$717,628.89</b>
<b>Total Liabilities</b>	<b>\$720,528.67</b>
Equity	<b>\$2,323,724.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,044,253.42</b>

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
2	<b>Tukwila Pool Metropolitan Park District General Fund Budget</b>								
3	<b>Unrestricted Opening Balance</b>	<b>308.80.00</b>		<b>288,491.29</b>	<b>343,876.36</b>	<b>380,436.35</b>	<b>427,786.63</b>		<b>583,163.16</b>
4	<b>Revenue</b>								
5	Real and Personal Property Tax	311.10.00		918,571.00	960,162.17	1,008,584.00	1,030,320.55	102.16%	1,099,431.00
6	<b>Total 311 General Property Tax</b>			<b>918,571.00</b>	<b>960,162.17</b>	<b>1,008,584.00</b>	<b>1,030,320.55</b>		<b>1,099,431.00</b>
7	Sales Tax Collected	313.11.00	10% of Taxable sales	7,555.00	7,398.95	7,450.00	6,694.73	89.86%	8,070.00
8	<b>Total 313 Local Retail Sales &amp; Use Taxes</b>			<b>7,555.00</b>	<b>7,398.95</b>	<b>7,450.00</b>	<b>6,694.73</b>		<b>8,070.00</b>
9	Local Grants	337.00.10	King County Youth and Amateur Sports Grant	-	-	-	-		140,000.00
10	<b>Total 337 Local Grants, Entitlements, and Other Payments</b>								<b>140,000.00</b>
11	Taxed Merchandise (Taxable)	341.70.10	Bottled drinks, gear, shampoo, etc.	3,000.00	4,082.95	4,000.00	4,666.56	116.66%	4,500.00
12	Untaxed Merchandise (Non-taxable)	341.70.20		2,000.00	2,818.30	3,500.00	3,170.36	90.58%	3,000.00
13	<b>Total 341 Merchandise</b>			<b>5,000.00</b>	<b>6,901.25</b>	<b>7,500.00</b>	<b>7,836.92</b>		<b>7,500.00</b>
14	Activity Fees - General Passes (Taxable)	347.30.10		24,200.00	28,239.24	25,000.00	29,778.27	119.11%	30,000.00
15	Activity Fees - General Admissions (Taxable)	347.30.20		38,500.00	34,938.38	36,500.00	27,291.88	74.77%	37,800.00
16	Activity Fees - Special Events (Taxable)	347.30.30		2,200.00	2,086.47	2,500.00	1,902.92	76.12%	2,400.00
17	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		60,000.00	88,362.60	85,000.00	90,580.68	106.57%	102,000.00
18	Program Fees - Exercise Classes (Non-taxable)	347.60.20		300.00	3,122.25	6,400.00	2,220.00	34.69%	3,500.00
19	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30		1,250.00	1,565.00	3,750.00	2,568.50	68.49%	2,400.00
20	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	Patrons Lifeguard Class Certification	350.00	385.00	350.00	385.00	110.00%	924.00
21	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners	-	1,205.00	300.00	195.00	65.00%	240.00
22	<b>Total 347 Cultural and Recreation</b>			<b>126,800.00</b>	<b>159,903.94</b>	<b>159,800.00</b>	<b>154,922.25</b>		<b>179,264.00</b>
23	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported on CIP Fund Budget	4,500.00	10,893.64	7,800.00	10,769.64	138.07%	7,800.00
24	<b>Total 361 Interest and Other Earnings</b>			<b>4,500.00</b>	<b>10,893.64</b>	<b>7,800.00</b>	<b>10,769.64</b>		<b>7,800.00</b>
25	Rentals - Short-Term, One-time (Taxable)	362.40.10		7,150.00	4,295.69	6,500.00	4,055.91	62.40%	6,000.00
26	Equipment and Locker Rentals (Taxable)	362.40.20		500.00	407.26	-	-		-
27	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30		83,950.00	85,171.00	89,000.00	104,062.00	116.92%	99,000.00
28	<b>Total 362 Rents, Leases and Concessions</b>			<b>91,600.00</b>	<b>89,873.95</b>	<b>95,500.00</b>	<b>108,117.91</b>		<b>105,000.00</b>
29	Cash Donations (Non-taxable)	367.10.10		200.00	179.10	250.00	408.28	163.31%	250.00
30	Gifts In-Kind (Non-taxable)	367.10.20		-	-	-	-		-
31	Grant Revenue Swim Lessons	367.10.30		10,000.00	10,000.00	-	7,313.00		3,000.00
32	Grant Revenue Junior Guard	367.10.40		5,000.00	5,000.00	-	-		-
33	Grant Revenue Misc. Overhead	367.10.50		5,000.00	5,000.00	-	-		-
34	<b>Total 367 Contributions from Private Sources</b>			<b>20,200.00</b>	<b>20,179.10</b>	<b>250.00</b>	<b>7,721.28</b>		<b>3,250.00</b>
35	Unapplied Cash Income (Account Credit)	369.00.10		-	-	-	(393.00)		-
36	Deposit Over / Short	369.80.00		-	11.15	-	88.43		-
37	Other Miscellaneous Revenue	369.91.00	provide detail if used	-	-	-	-		-
38	Scholarship Funds Applied	369.91.10		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00
39	Discounts Applied	369.91.40	includes staff food discounts	-	-	-	(1,189.54)		(1,200.00)
40	Gift Certificates	369.91.50		-	-	-	-		-
41	<b>Total 369 Miscellaneous Revenue</b>			<b>10,000.00</b>	<b>7,920.15</b>	<b>10,000.00</b>	<b>9,780.99</b>		<b>10,800.00</b>
42	Sales of Capital Assets	395.10.00		-	13.64	-	536.36		-
43	<b>Total 395 Sales of Capital Assets</b>				<b>13.64</b>		<b>536.36</b>		
44	Transfers In from Capital Improvement Fund	397.00.10		-	-	-	-		-
45	<b>Total 397 Non-Revenue Transfers-In</b>								
46	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance	-	9,606.15	-	-		-
47	<b>Total 388 Prior Period Adjustment(s)</b>				<b>9,606.15</b>				
48	<b>Total Revenue</b>			<b>1,184,226.00</b>	<b>1,272,852.94</b>	<b>1,296,884.00</b>	<b>1,336,700.63</b>		<b>1,561,115.00</b>

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
49	<b>Expenditures</b>								
50	<b>Board Expenditures</b>								
51	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings (regular and retreat)	5,130.00	4,000.00	9,600.00	3,882.00	40.44%	9,600.00
52	<b>BOC Supplies</b>								
53	BOC Office Supplies	576.20.100.30.10	business cards, etc.	100.00	71.30	100.00	219.88	219.88%	100.00
54	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	100.00	46.22	500.00	468.97	93.79%	500.00
55	BOC Meeting Food	576.20.100.30.30	retreat	250.00	149.80	250.00	74.37	29.75%	250.00
56	<b>BOC Services</b>								
57	Consultant Fees	576.20.100.40.10		300.00	-	300.00	-	0.00%	300.00
58	Transcription Services	576.20.100.40.20		750.00	-	750.00	-	0.00%	100.00
59	Meeting Site Rental	576.20.100.40.30		600.00	1,565.00	600.00	725.00	120.83%	1,000.00
60	Public Records Request	576.20.100.40.40		500.00	-	500.00	-	0.00%	500.00
61	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	100.00	-	100.00	-	0.00%	100.00
62	<b>BOC Development</b>								
63	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	-	200.00	-	0.00%	150.00
64	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	-	650.00	-	0.00%	650.00
65	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	200.00	-	200.00	316.26	158.13%	200.00
66	<b>BOC Intergovernmental Costs</b>								
67	Election Costs	576.20.100.50.10	billed in 2020 for the 2019 election cycle	6,000.00	9,174.11	-	-		14,200.00
68	<b>Total 576.20.100 Board Expenditures</b>			<b>14,880.00</b>	<b>15,006.43</b>	<b>13,750.00</b>	<b>5,686.48</b>		<b>27,650.00</b>
69	<b>Executive Expenditures</b>								
70	<b>Executive Salaries &amp; Wages</b>								
71	Executive Director/District Administrator Wages	576.20.200.10.10		37,740.00	36,393.49	33,100.00	35,498.80	107.25%	39,060.00
72	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		5,661.00	4,559.42	4,965.00	4,900.63	98.70%	5,859.00
73	<b>Executive Development</b>								
74	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	150.00	42.12	150.00	-	0.00%	150.00
75	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00	-	500.00	694.00	138.80%	500.00
76	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	200.00	11.34	200.00	10.00	5.00%	200.00
77	<b>Total 576.20.200 Executive Expenditures</b>			<b>44,251.00</b>	<b>41,006.37</b>	<b>38,915.00</b>	<b>41,103.43</b>		<b>45,769.00</b>

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
78	<b>Shared Expenditures</b>								
79	<b>Shared Salary &amp; Wages</b>								
80	Bookkeeper Wages	576.20.300.10.10		12,500.00	19,634.67	21,840.00	12,188.74	55.81%	21,320.00
81	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	1,242.42	3,276.00	1,769.83	54.02%	3,198.00
82	<b>Shared Supplies/Equipment</b>								
83	<b>Office/Computer Supplies/Equipment (consumable)</b>								
84	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,500.00	1,147.92	1,500.00	1,268.03	84.54%	1,000.00
85	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	550.00	531.09	1,000.00	449.18	44.92%	1,000.00
86	<b>Office/Computer Supplies/Equipment (non-consumable)</b>								
87	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	5,239.84	3,000.00	3,963.17	132.11%	3,000.00
88	Computer Equipment (replacement)	576.20.300.30.14	includes new firewall and switch	2,500.00	4,617.05	1,000.00	-	0.00%	3,000.00
89	<b>Shared Services</b>								
90	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	4,000.00	3,755.06	4,000.00	4,878.65	121.97%	4,500.00
91	Legal Services	576.20.300.40.20		8,000.00	2,446.00	6,000.00	1,248.00	20.80%	5,500.00
92	<b>Communication Services</b>								
93	Telephone	576.20.300.40.31	Personal Mobile Device Stipend (per Policy 560)	-	200.00	-	600.00		600.00
94	Postage	576.20.300.40.32		200.00	224.48	300.00	383.05	127.68%	310.00
95	Website & Email hosting	576.20.300.40.33	Rackspace, Dreamhost, Website Update	1,500.00	1,576.40	1,500.00	1,794.20	119.61%	3,500.00
96	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	4,864.63	4,200.00	3,893.14	92.69%	4,000.00
97	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office, Adobe, When to Work, McAfee	1,600.00	1,226.17	1,700.00	867.91	51.05%	1,700.00
98	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only	200.00	-	200.00	-	0.00%	200.00
99	Printing & Copying Services	576.20.300.40.37	Sharp Lease & other non-program printing services	5,500.00	5,126.86	5,500.00	4,770.12	86.73%	5,000.00
100	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported on CIP Fund Budget	800.00	(743.47)	500.00	403.19	80.64%	500.00
101	Payroll Services	576.20.300.40.50		6,000.00	5,024.92	6,000.00	8,202.06	136.70%	8,000.00
102	Membership Dues	576.20.300.40.60	WRPA, MRSC Rosters, Amazon, Costco, ARC, WAPRO	1,000.00	775.00	2,000.00	1,900.90	95.05%	1,900.00
103	Miscellaneous Services	576.20.300.40.70		500.00	-	200.00	-	0.00%	200.00
104	<b>Risk Management Services</b>								
105	Security & Fire Alarm	576.20.300.40.81		2,500.00	2,383.83	2,900.00	7,263.64	250.47%	3,000.00
106	Pest Control	576.20.300.40.82		700.00	851.36	700.00	751.64	107.38%	700.00
107	Insurance	576.20.300.40.83	WCIA - Travelers	14,000.00	11,176.00	17,500.00	12,500.00	71.43%	14,500.00
108	Fingerprinting (WSP)	576.20.300.40.84	*2020 - \$71.25 + \$10 fingerprinting x 20 people	900.00	890.00	1,250.00	1,633.00	130.64%	2,000.00
109	<b>Financial Services</b>								
110	Accounting Services (Independent)	576.20.300.40.91		-	-	-	-		-
111	CPA Services	576.20.300.40.92		8,000.00	4,300.00	6,000.00	1,367.75	22.80%	4,500.00
112	Software Programs (financial)	576.20.300.40.93	QuickBooks and CivicRec	500.00	225.00	500.00	510.00	102.00%	6,200.00
113	<b>Shared Intergovernmental Services</b>								
114	External Taxes and Operating Assessments	576.20.300.50.10	include description	-	-	-	-		-
115	Washington Business License	576.20.300.50.20		-	19.00	-	-		-
116	Tukwila Business License	576.20.300.50.30		-	-	-	-		-
117	Annual Permits	576.20.300.50.40	King Co Health	650.00	593.00	650.00	612.00	94.15%	650.00
118	Interlocal Agreements	576.20.300.50.50		-	-	-	-		-
119	State Audit	576.20.300.50.60		-	5,415.70	8,000.00	4,477.50	55.97%	-
120	<b>Total 576.20.300 Shared Expenditures</b>			<b>82,100.00</b>	<b>82,742.93</b>	<b>101,216.00</b>	<b>77,695.70</b>		<b>99,978.00</b>

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
121	<b>Swimming Pool Expenditures</b>								
122	<b>Swimming Pool Salaries and Wages</b>								
123	Lifeguard Wages	576.20.400.10.10		126,450.00	129,910.22	182,015.00	138,899.48	76.31%	190,000.00
124	Instructor Wages	576.20.400.10.20		42,500.00	60,522.58	51,000.00	52,515.38	102.97%	61,000.00
125	Water Exercise Instructor Wages	576.20.400.10.25		-	551.50	4,000.00	4,366.90	109.17%	7,200.00
126	Head Guard Wages	576.20.400.10.30		-	-	-	-	-	-
127	Director of Aquatic Operations Salary	576.20.400.10.40		66,734.00	66,559.98	68,726.00	71,573.47	104.14%	72,000.00
128	Assistant Aquatics Manager Wages	576.20.400.10.50		89,000.00	105,707.03	124,280.00	120,740.81	97.15%	120,000.00
129	Front Desk Wages	576.20.400.10.60		50,100.00	29,238.93	30,000.00	24,567.81	81.89%	40,000.00
130	Maintenance Worker Wages	576.20.400.10.65		-	-	13,000.00	-	0.00%	-
131	Overtime Wages	576.20.400.10.70		7,500.00	6,249.25	7,500.00	3,382.96	45.11%	5,000.00
132	Summer Incentive Pay Wages	576.20.400.10.75	Board approved \$2/hr incentive	-	-	-	9,105.10	-	10,182.00
133	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		23,500.00	24,920.45	28,951.00	27,410.85	94.68%	28,800.00
134	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	-	-	-	-	-
135	<b>Swimming Pool Personnel Benefits</b>								
136	<b>Non-Taxable Benefits</b>								
137	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	35,711.35	37,560.96	44,236.35	39,084.38	88.35%	45,581.53
138	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	25,674.83	9,998.77	20,238.86	11,628.02	57.45%	20,854.30
139	L&I	576.20.400.20.13	TPMPD's contribution	15,000.00	13,151.85	15,000.00	13,633.78	90.89%	20,000.00
140	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-
141	<b>Swimming Pool Supplies</b>								
142	<b>Program Supplies and Equipment</b>								
143	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells	200.00	318.17	300.00	93.83	31.28%	300.00
144	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	kick boards, floatation bars, dive toys, swim platform	500.00	736.74	800.00	2,189.00	273.63%	3,500.00
145	Special Events Supplies & Equipment	576.20.400.30.13	food, inflatables, games supplies, wristbands	2,400.00	2,810.34	3,000.00	2,532.13	84.40%	2,400.00
146	Staff Uniforms Supplies & Equipment	576.20.400.30.14	shirts, hip packs, badges, lanyards, whistles	2,500.00	2,150.43	2,000.00	1,945.65	97.28%	4,000.00
147	Safety Supplies & Equipment	576.20.400.30.15	life jackets, rescue tubes, first aid/biohazard supplies	2,500.00	3,782.30	1,740.00	923.62	53.08%	2,100.00
148	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	150.00	235.52	100.00	61.29	61.29%	200.00
149	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	500.00	2,591.56	500.00	95.00	19.00%	570.00
150	<b>Maintenance and Repairs Supplies</b>								
151	Pool Chemicals Supplies & Equipment	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus	14,000.00	10,989.69	10,000.00	12,349.03	123.49%	15,000.00
152	Janitorial Supplies & Equipment	576.20.400.30.22		8,000.00	10,584.60	11,000.00	6,642.57	60.39%	11,000.00
153	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	6,000.00	10,541.74	5,000.00	2,801.50	56.03%	5,000.00
154	Landscaping Supplies & Equipment	576.20.400.30.24	ice melt, lawn repair chemicals, plants, bark	2,000.00	54.20	1,000.00	203.04	20.30%	1,000.00
155	Repairs/Maintenance Supplies & Equipment	576.20.400.30.25	paint, paint brushes, rust remover, gloves, etc.	-	-	-	1,237.16	-	1,000.00
156	Resale Inventory	576.20.400.30.30		3,500.00	5,011.34	5,000.00	3,663.93	73.28%	5,500.00
157	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	49.83	200.00	74.68	37.34%	1,500.00

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
158	<b>Swimming Pool Services</b>								
159	Transaction Services/Merchant Fees	576.20.400.40.10	Credit Card processing fees: Authorize.net and EVO Payments	9,000.00	9,599.39	11,220.00	15,351.10	136.82%	12,070.65
160	Translation Services	576.20.400.40.20		300.00	-	500.00	-	0.00%	500.00
161	Grant Translation	576.20.400.40.21		500.00	-	-	-		-
162	<b>Advertising &amp; Promotion</b>								
163	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochure design	2,000.00	2,470.00	2,000.00	1,920.00	96.00%	2,200.00
164	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	4,657.19	4,000.00	3,690.52	92.26%	6,000.00
165	Staff Recruiting	576.20.400.40.33	Job Postings: Indeed, Facebook, Job Board, etc.	800.00	1,037.96	1,000.00	1,471.58	147.16%	2,500.00
166	Promotional giveaways	576.20.400.40.34	program promotion only	500.00	-	500.00	17.97	3.59%	500.00
167	Outreach & Marketing Services	576.20.400.40.35	additional services as needed	2,000.00	387.56	2,000.00	1,161.56	58.08%	4,000.00
168	Grant Marketing	576.20.400.40.36		1,700.00	153.57	-	-		-
169	Grant Overhead	576.20.400.40.37		2,800.00	825.43	-	-		-
170	Lifeguard Recruiting	576.20.400.40.38		1,000.00	1,328.94	1,500.00	586.63	39.11%	-
171	<b>Staff Development</b>								
172	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool and shared staff only	400.00	1,352.03	1,000.00	-	0.00%	1,000.00
173	Tuition/Registration Fees (Staff development)	576.20.400.40.42	For pool and shared staff only	2,000.00	2,746.14	3,500.00	1,970.40	56.30%	4,000.00
174	<b>Rentals and Leases</b>								
175	Equipment Rentals	576.20.400.40.51		-	-	-	336.00		-
176	Facility Ground Lease	576.20.400.40.52	TSD ILA executed 07.11.2017	-	-	-	-		-
177	<b>Utilities</b>								
178	Electrical (Utilities)	576.20.400.40.61		17,600.00	16,219.91	19,000.00	17,234.67	90.71%	19,000.00
179	Gas (Utilities)	576.20.400.40.62		58,000.00	42,364.04	50,000.00	37,125.48	74.25%	48,000.00
180	Water (Utilities)	576.20.400.40.63		6,500.00	5,908.14	7,000.00	6,680.02	95.43%	7,500.00
181	Sewer (Utilities)	576.20.400.40.64		1,500.00	704.35	1,500.00	734.25	48.95%	1,500.00
182	Garbage Collection (Utilities)	576.20.400.40.65		1,000.00	-	1,000.00	-	0.00%	1,000.00
183	Storm Drain (Utilities)	576.20.400.40.66		-	-	-	-		-
184	Other (Utilities)	576.20.400.40.67		-	-	-	-		-
185	<b>Repairs and Maintenance Services</b>								
186	Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-		-
187	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Plumbing, Doors, Walls, Floors, Electrical	40,000.00	62,912.49	30,000.00	24,856.28	82.85%	55,000.00
188	Equipment Repairs/Maintenance Services	576.20.400.40.73		21,000.00	13,950.56	37,112.00	27,881.74	75.13%	25,000.00
189	Landscaping/Groundskeeping Services	576.20.400.40.74		-	-	-	-		-
190	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	110.96	200.00	-	0.00%	200.00
191	<b>Miscellaneous Services</b>								
192	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00
193	Red Cross	576.20.400.40.92	Non-staff Certification fees (LG Class)	350.00	324.00	350.00	305.00	87.14%	924.00
194	Aerobics Partner	576.20.400.40.93		-	1,275.00	2,400.00	350.00	14.58%	-
195	Other Services	576.20.400.40.94	2019: Unclaimed Property Transfer (User Credits from CivicRec)	-	-	-	1,208.88		-
196	Discounts Applied	576.20.400.40.97		-	-	-	-		-
197	Gift Certificates	576.20.400.40.98		-	-	-	-		-
198	<b>Total 576.20.400 Swimming Pool Expenditures</b>			<b>707,770.17</b>	<b>710,464.64</b>	<b>815,369.21</b>	<b>705,878.55</b>		<b>876,582.48</b>



1	A	B	C	D	E	F	G	H	I
	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
199	<b>Sales Tax, Debt Service, and Transfers Out</b>								
200	Sales Tax Paid	586.00.300.00.00		7,555.00	7,501.34	7,450.00	6,818.99	91.53%	8,070.00
201	<b>Total 586.00.300 Sales Tax</b>			<b>7,555.00</b>	<b>7,501.34</b>	<b>7,450.00</b>	<b>6,818.99</b>		<b>8,070.00</b>
202	City Bridge Loan (Principle)	591.76.300.70.10	Monthly billing, payoff date: 05/2023	110,002.05	110,002.05	112,222.37	112,222.37	100.00%	114,487.50
203	Loans and Bonds (Principle)	591.76.300.70.20	Bi-Annual Billing, payoff date 12/2022	99,195.63	99,195.63	97,521.42	97,521.42	100.00%	101,461.29
204	<b>Total 591.76.300 Debt Service Principle</b>			<b>209,197.68</b>	<b>209,197.68</b>	<b>209,743.79</b>	<b>209,743.79</b>		<b>215,948.79</b>
205	City Bridge Loan (Interest)	592.76.300.80.10		11,455.71	11,455.71	9,235.39	9,235.39	100.00%	6,970.26
206	Loans and Bonds (Interest)	592.76.300.80.20		13,934.37	13,934.37	15,608.58	15,608.58	100.00%	11,668.71
207	<b>Total 592.76.300 Debt Service Interest</b>			<b>25,390.08</b>	<b>25,390.08</b>	<b>24,843.97</b>	<b>24,843.97</b>		<b>18,638.97</b>
208	CIP Supplies	595.76.300.30.00	<i>Reported below: 2020 Capital Improvement Project/</i>						
209	CIP Services	595.76.300.40.00	<i>Lifetime Replacement Fund Budget</i>						
210	<b>Total 595.76.300 Park Facility Improvements (CIP)</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
211	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + Grant Revenue for CIP Project	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	220,000.00
212	<b>Total 597.00.300 Transfers Out</b>			<b>80,000.00</b>	<b>97,633.20</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100.00%</b>	<b>220,000.00</b>
213	<b>Total Expenditures</b>			<b>1,171,143.93</b>	<b>1,188,942.67</b>	<b>1,291,287.97</b>	<b>1,151,770.91</b>		<b>1,512,637.24</b>
214									
215	<b>Tukwila Pool Metropolitan Park District General Fund Budget Summary</b>								
216	<b>Opening Balance</b>			<b>288,491.29</b>	<b>343,876.36</b>	<b>380,436.35</b>	<b>427,786.63</b>		<b>583,163.16</b>
217	<b>Total Revenue</b>			<b>1,184,226.00</b>	<b>1,272,852.94</b>	<b>1,296,884.00</b>	<b>1,336,700.63</b>		<b>1,561,115.00</b>
218	<b>Total Expenditures</b>			<b>(1,171,143.93)</b>	<b>(1,188,942.67)</b>	<b>(1,291,287.97)</b>	<b>(1,151,770.91)</b>		<b>(1,512,637.24)</b>
219	<b>Ending Balance</b>			<b>301,573.36</b>	<b>427,786.63</b>	<b>386,032.38</b>	<b>612,716.35</b>		<b>631,640.92</b>
220	<b>Net Income (Total Revenue less Total Expenditures)</b>			<b>13,082.07</b>	<b>83,910.27</b>	<b>5,596.03</b>	<b>184,929.72</b>		<b>48,477.76</b>
221	<b>Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures</b>								
222	3 Months Operational and Debt Service Expenses:			272,785.98	272,827.37	302,821.99	267,942.73		323,159.31
223	Requirement Met?			YES	YES	YES	YES		YES

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget
224	<b>Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget</b>								
225	<b>Unrestricted Opening Balance (CIP)</b>			<b>353,305.00</b>	<b>353,305.00</b>	<b>392,029.51</b>	<b>393,575.05</b>		<b>361,080.05</b>
226									
227	Transfers in from General Fund		Annual CIP Transfer	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	80,000.00
228			Grant Revenue Transfer In	-	-	-	-		140,000.00
229				-	-	-	-		-
230				-	-	-	-		-
231	Prior Period Adjustment(s)		EOY adjustment to the Budget Report balance to match the General Ledger (QBO)	-	11,661.44	-	-		-
232	Investment Income		Interest earned from CIP Fund	-	-	-	8,802.78		2,500.00
233	<b>Total Revenue</b>			<b>\$80,000.00</b>	<b>\$109,294.64</b>	<b>\$80,000.00</b>	<b>\$88,802.78</b>		<b>\$222,500.00</b>
234									
235	CIP Expenditures	2019, 2017	Pool Liner	-	-	55,000.00	112,494.36	204.54%	75,000.00
236		2025	Heat Exchanger (Pool Water)	-	-	-	-		-
237		2018, 2023, 2028	Pool Covers	12,501.00	16,830.62	-	-		-
238		2020	Painting (Int & Ext)	-	-	-	-		120,205.00
239		2020, 2028	ADA Chair Lift	-	-	-	-		10,000.00
240		2018	Starting/Diving Blocks	18,000.00	17,999.97	-	-		-
241		2022	Diving Board	-	-	-	-		-
242		2026	Domestic Boiler	-	-	-	-		-
243		2030	Stall Partitions	-	-	-	-		-
244		2023	Locker Room Floor Resurfacing	-	-	-	-		-
245		2028	Pool Deck Floor Resurfacing	-	-	-	-		-
246		2018	Slide Steps/Platform	12,000.00	13,354.00	-	-		-
247		2018	Lighting (Pool Deck)	6,200.00	7,954.10	-	-		-
248		2018	Lane Dividers	-	3,336.80	-	-		-
249		2018	Security Cameras	-	9,549.10	-	-		-
250			<b>Items not included in LifeCycle Replacement Plan</b>						
251		2032	Pool Circ Pump/VFD	-	-	-	-		-
252		2033	Roof	-	-	-	-		-
253		2031	HVAC Controls	-	-	-	-		-
254	Bank Charges		Bank Service Fees from CIP Fund	-	-	-	210.69		250.00
255	<b>Total Expenditures</b>			<b>48,701.00</b>	<b>69,024.59</b>	<b>55,000.00</b>	<b>112,705.05</b>		<b>205,455.00</b>
256									
257	<b>Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget Summary</b>								
258	<b>Opening Balance</b>			<b>353,305.00</b>	<b>353,305.00</b>	<b>392,029.51</b>	<b>393,575.05</b>		<b>361,080.05</b>
259	<b>Total Revenue</b>			<b>\$80,000.00</b>	<b>\$109,294.64</b>	<b>\$80,000.00</b>	<b>\$88,802.78</b>		<b>\$222,500.00</b>
260	<b>Total Expenditures</b>			<b>(48,701.00)</b>	<b>(69,024.59)</b>	<b>(55,000.00)</b>	<b>(112,705.05)</b>		<b>(205,455.00)</b>
261	<b>Ending Balance (CIP)</b>			<b>384,604.00</b>	<b>393,575.05</b>	<b>417,029.51</b>	<b>369,672.78</b>		<b>378,125.05</b>



# Tukwila Pool Metropolitan Park District

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

December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	3,404.64	84,048.63	-80,643.99	4.05 %
<b>Total 311 General Property Tax</b>	<b>3,404.64</b>	<b>84,048.63</b>	<b>-80,643.99</b>	<b>4.05 %</b>
313 Local Retail Tax				
313.11.00 Sales Tax Collected	509.34	620.87	-111.53	82.04 %
<b>Total 313 Local Retail Tax</b>	<b>509.34</b>	<b>620.87</b>	<b>-111.53</b>	<b>82.04 %</b>
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	81.37	333.37	-252.00	24.41 %
341.70.20 Untaxed Merchandise (Non-taxable)	43.00	291.63	-248.63	14.74 %
<b>Total 341 Merchandise</b>	<b>124.37</b>	<b>625.00</b>	<b>-500.63</b>	<b>19.90 %</b>
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	4,400.38	2,083.37	2,317.01	211.21 %
347.30.20 Activity Fees - General Admissions (Taxable)	616.06	3,041.63	-2,425.57	20.25 %
347.30.30 Activity Fees - Special Events (Taxable)		208.37	-208.37	
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	2,064.00	7,083.37	-5,019.37	29.14 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)		533.37	-533.37	
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	135.00	312.50	-177.50	43.20 %
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)	35.00	29.13	5.87	120.15 %
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>7,265.44</b>	<b>13,316.74</b>	<b>-6,051.30</b>	<b>54.56 %</b>
361 Interest				
361.10.00 Interest and Other Earnings		650.00	-650.00	
361.10.00.01 Interest General Fund	1,176.58		1,176.58	
<b>Total 361.10.00 Interest and Other Earnings</b>	<b>1,176.58</b>	<b>650.00</b>	<b>526.58</b>	<b>181.01 %</b>
<b>Total 361 Interest</b>	<b>1,176.58</b>	<b>650.00</b>	<b>526.58</b>	<b>181.01 %</b>
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)		541.63	-541.63	
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	3,600.00	7,416.63	-3,816.63	48.54 %
<b>Total 362 Rents, Leases and Concessions</b>	<b>3,600.00</b>	<b>7,958.26</b>	<b>-4,358.26</b>	<b>45.24 %</b>
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	151.80	20.87	130.93	727.36 %
<b>Total 367 Contributions from Private Sources</b>	<b>151.80</b>	<b>20.87</b>	<b>130.93</b>	<b>727.36 %</b>
369 Miscellaneous Revenue				
369.80.00 Deposit Over/Short	-1.00		-1.00	
369.91.10 Scholarship Funds Applied		833.37	-833.37	
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-17.40		-17.40	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 369.91.40 Discounts Applied</b>	<b>-17.40</b>		<b>-17.40</b>	
<b>Total 369 Miscellaneous Revenue</b>	<b>-18.40</b>	<b>833.37</b>	<b>-851.77</b>	<b>-2.21 %</b>
<b>Total Income</b>	<b>\$16,213.77</b>	<b>\$108,073.74</b>	<b>\$ -91,859.97</b>	<b>15.00 %</b>
<b>GROSS PROFIT</b>	<b>\$16,213.77</b>	<b>\$108,073.74</b>	<b>\$ -91,859.97</b>	<b>15.00 %</b>
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend	384.00	800.00	-416.00	48.00 %
576.20.100.30.10 BOC Office Supplies	69.94	8.37	61.57	835.60 %
576.20.100.30.20 BOC Equipment	468.97	41.63	427.34	1,126.52 %
576.20.100.30.30 BOC Meeting Food		20.87	-20.87	
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		50.00	-50.00	
576.20.100.40.40 Public Records Requests		41.63	-41.63	
576.20.100.40.50 Travel (BOC non-development)		8.37	-8.37	
576.20.100.40.61 Travel/Transportation (BOC Development)		16.63	-16.63	
576.20.100.40.62 Tuition/Registration Fees (BOC Development)		54.13	-54.13	
576.20.100.40.70 BOC Notices/Ads	316.26	16.63	299.63	1,901.74 %
<b>Total 576.20.100 Board Expenditures</b>	<b>1,239.17</b>	<b>1,145.76</b>	<b>93.41</b>	<b>108.15 %</b>
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	3,667.30	2,758.37	908.93	132.95 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	518.89	413.75	105.14	125.41 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.63	-41.63	
576.20.200.40.20 Travel (Exec. non-development)	10.00	16.63	-6.63	60.13 %
<b>Total 576.20.200 Executive Expenditures</b>	<b>4,196.19</b>	<b>3,242.88</b>	<b>953.31</b>	<b>129.40 %</b>
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	736.33	1,820.00	-1,083.67	40.46 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	87.05	273.00	-185.95	31.89 %
576.20.300.30.11 Office Supplies (Consumables)	505.53	125.00	380.53	404.42 %
576.20.300.30.12 Printing Supplies (Consumables)	32.99	83.37	-50.38	39.57 %
576.20.300.30.13 Office Equipment (Non-Consumable)	2,626.56	250.00	2,376.56	1,050.62 %
576.20.300.30.14 Computer Equipment (Replacement)		83.37	-83.37	
576.20.300.40.10 IT/Computer Service		333.37	-333.37	
576.20.300.40.20 Legal Services		500.00	-500.00	
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage	14.70	25.00	-10.30	58.80 %
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VoIP Phones	323.41	350.00	-26.59	92.40 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	16.49	141.63	-125.14	11.64 %
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.63	-16.63	
576.20.300.40.37 Printing & Copying Services	320.65	458.37	-137.72	69.95 %
576.20.300.40.40 Bank Charges		41.63	-41.63	
576.20.300.40.40.01 Bank Charges General Fund	20.59		20.59	
<b>Total 576.20.300.40.40 Bank Charges</b>	<b>20.59</b>	<b>41.63</b>	<b>-21.04</b>	<b>49.46 %</b>
576.20.300.40.50 Payroll Service	414.33	500.00	-85.67	82.87 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.60 Membership Dues		166.63	-166.63	
576.20.300.40.70 Miscellaneous Services		16.63	-16.63	
576.20.300.40.81 Security & Fire Alarms	206.58	241.63	-35.05	85.49 %
576.20.300.40.82 Pest Control	166.26	58.37	107.89	284.84 %
576.20.300.40.83 Insurance		1,458.37	-1,458.37	
576.20.300.40.84 Fingerprinting (WSP)	5.00	104.13	-99.13	4.80 %
576.20.300.40.92 CPA Services		500.00	-500.00	
576.20.300.40.93 Software Programs (financial)	120.00	41.63	78.37	288.25 %
576.20.300.50.40 Annual Permits		54.13	-54.13	
576.20.300.50.60 State Audit	4,477.50	666.63	3,810.87	671.66 %
<b>Total 576.20.300 Shared Expenditures</b>	<b>10,123.97</b>	<b>8,434.52</b>	<b>1,689.45</b>	<b>120.03 %</b>
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	2,376.01	15,167.88	-12,791.87	15.66 %
576.20.400.10.20 Instructor Wages	150.12	4,250.00	-4,099.88	3.53 %
576.20.400.10.25 Water Exercise Instructor Wages		333.37	-333.37	
576.20.400.10.40 Director of Aquatics Operations Salary	5,416.66	5,727.13	-310.47	94.58 %
576.20.400.10.50 Assistant Aquatics Manager Wages	9,169.95	10,356.63	-1,186.68	88.54 %
576.20.400.10.60 Front Desk Wages	59.13	2,500.00	-2,440.87	2.37 %
576.20.400.10.65 Maintenance Worker Wages		1,083.37	-1,083.37	
576.20.400.10.70 Overtime Wages		625.00	-625.00	
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,024.52	2,412.62	-388.10	83.91 %
576.20.400.20.11 FICA	1,881.15	3,686.39	-1,805.24	51.03 %
576.20.400.20.12 Unemployment	377.39	1,686.59	-1,309.20	22.38 %
576.20.400.20.13 L & I	-96.91	1,250.00	-1,346.91	-7.75 %
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	-25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment		66.63	-66.63	
576.20.400.30.13 Special Events Supplies & Equipment		250.00	-250.00	
576.20.400.30.14 Staff Uniforms Supplies & Equipment		166.63	-166.63	
576.20.400.30.15 Safety Supplies & Equipment		145.00	-145.00	
576.20.400.30.16 Lifeguard Class Supplies & Equipment		8.37	-8.37	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment		41.63	-41.63	
576.20.400.30.21 Pool Chemicals Supplies & Equipment	345.68	833.37	-487.69	41.48 %
576.20.400.30.22 Janitorial Supplies & Equipment		916.63	-916.63	
576.20.400.30.23 Tools and Equipment		416.63	-416.63	
576.20.400.30.24 Landscaping Supplies & Equipment		83.37	-83.37	
576.20.400.30.25 Repairs/Maintenance Supplies & Equipment	864.85		864.85	
576.20.400.30.30 Resale Inventory		416.63	-416.63	
576.20.400.30.40 Miscellaneous Supplies & Equipment		16.63	-16.63	
576.20.400.40.10 Transaction Services/Merchant Fees	5,924.13	935.00	4,989.13	633.60 %
576.20.400.40.20 Translation Services		41.63	-41.63	
576.20.400.40.31 Graphic Design (A&P, Material Development)		166.63	-166.63	
576.20.400.40.32 Printing & Copying (A&P)	1,202.25	333.37	868.88	360.64 %
576.20.400.40.33 Advertising/Posting Fees (A&P)		83.37	-83.37	
576.20.400.40.34 Promotional Giveaways		41.63	-41.63	
576.20.400.40.35 Outreach Marketing Services	1,161.56	166.63	994.93	697.09 %
576.20.400.40.38 Lifeguard Recruiting		125.00	-125.00	
576.20.400.40.41 Travel/Transportation (Staff development)		83.37	-83.37	
576.20.400.40.42 Tuition/Registration Fees (Staff development)	41.00	291.63	-250.63	14.06 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.51 Equipment Rentals	200.00		200.00	
576.20.400.40.61 Electrical (Utilities)	1,505.03	1,583.37	-78.34	95.05 %
576.20.400.40.62 Gas (Utilities)	3,694.01	4,166.63	-472.62	88.66 %
576.20.400.40.63 Water (Utilities)		583.37	-583.37	
576.20.400.40.64 Sewer (Utilities)	61.40	125.00	-63.60	49.12 %
576.20.400.40.65 Garbage Collection (Utilities)		83.37	-83.37	
576.20.400.40.72 Facility Repairs/Maintenance Services	3,160.96	2,500.00	660.96	126.44 %
576.20.400.40.73 Equipment Repairs/Maintenance Services		3,092.63	-3,092.63	
576.20.400.40.80 Travel (Staff non-development)		16.63	-16.63	
576.20.400.40.91 Scholarship Funds Expensed		833.37	-833.37	
576.20.400.40.92 Red Cross		29.13	-29.13	
576.20.400.40.93 Aerobics Partner		200.00	-200.00	
<b>Total 576.20.400 Swimming Pool Expenditures</b>	<b>39,518.89</b>	<b>67,947.26</b>	<b>-28,428.37</b>	<b>58.16 %</b>
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	211.64	620.87	-409.23	34.09 %
<b>Total 586.00.300 Sales Tax</b>	<b>211.64</b>	<b>620.87</b>	<b>-409.23</b>	<b>34.09 %</b>
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,437.76	9,351.91	85.85	100.92 %
591.76.300.70.20 Loans and Bonds Principal		8,126.73	-8,126.73	
<b>Total 591.76.300 Debt Service Principle</b>	<b>9,437.76</b>	<b>17,478.64</b>	<b>-8,040.88</b>	<b>54.00 %</b>
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	683.72	769.57	-85.85	88.84 %
592.76.300.80.20 Loans and Bonds Interest		1,300.66	-1,300.66	
<b>Total 592.76.300 Debt Service Interest</b>	<b>683.72</b>	<b>2,070.23</b>	<b>-1,386.51</b>	<b>33.03 %</b>
597.00.300 Transfers Out				
597.00.300.00.10 Transfers Out to Capital Improvement Fund	80,000.00	6,666.63	73,333.37	1,200.01 %
<b>Total 597.00.300 Transfers Out</b>	<b>80,000.00</b>	<b>6,666.63</b>	<b>73,333.37</b>	<b>1,200.01 %</b>
<b>Total Expenses</b>	<b>\$145,411.34</b>	<b>\$107,606.79</b>	<b>\$37,804.55</b>	<b>135.13 %</b>
NET OPERATING INCOME	\$ - 129,197.57	\$466.95	\$ -129,664.52	-27,668.39 %
Other Income				
361.10.00.02 Interest CIP Fund	695.28		695.28	
CIP Transfer in from General Fund	80,000.00		80,000.00	
<b>Total Other Income</b>	<b>\$80,695.28</b>	<b>\$0.00</b>	<b>\$80,695.28</b>	<b>0.00%</b>
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	17.03		17.03	
595.76.300 Park Facility Improvements (CIP)				
595.76.300.40.00 CIP Services	112,494.36	4,583.37	107,910.99	2,454.40 %
<b>Total 595.76.300 Park Facility Improvements (CIP)</b>	<b>112,494.36</b>	<b>4,583.37</b>	<b>107,910.99</b>	<b>2,454.40 %</b>
Transfer Activity				
City Bridge Loan Principle	-9,437.76		-9,437.76	
<b>Total Transfer Activity</b>	<b>-9,437.76</b>		<b>-9,437.76</b>	
<b>Total Other Expenses</b>	<b>\$103,073.63</b>	<b>\$4,583.37</b>	<b>\$98,490.26</b>	<b>2,248.86 %</b>
NET OTHER INCOME	\$ -22,378.35	\$ -4,583.37	\$ -17,794.98	488.25 %
NET INCOME	\$ - 151,575.92	\$ -4,116.42	\$ -147,459.50	3,682.23 %



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

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

TUKWILA POOL METROPOLITAN PARK DISTRICT

**Filing Period:** December 31, 2019

**Filing Frequency:** Monthly

**Due Date:** January 27, 2020

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	5,097.81	5,097.81	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	6,025.40	6,025.40	0.00	0.015000	0.00

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	5,097.81	Add Deduction	5,097.81	0.065000	331.36
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>331.36</b>

Find Location by Address

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

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	5,097.81	0.035000	178.42
		5,097.81		178.42

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
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**Business & Occupation**

Retailing	Other	5,097.81
Service and Other Activities; Gambling Contests of Chance	Other	6,025.40

2 Rows

**Return Totals**

Total Tax	509.78
Less Credits	0.00
<b>Total Amount</b>	<b>509.78</b>

**Submitter Information**

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Jan-13-2020
Confirmation #	0-012-038-247

**Payment Info**

Payment Type Selected: ACH Debit/E-Check

Amount	509.78
Effective Date	Jan-14-2020





**Tukwila Pool Metropolitan Park District**  
**TRANSACTION DETAIL PURCHASING CARD ACCOUNTS**  
 December 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			
213.14 US Bank Kristine PC - 2183			
12/02/2019	Staples	Board packet insert Pockets	69.94
12/02/2019	Fast Signs	Name plates for Commissioners	468.97
12/03/2019	City of Renton	Service Date: 12.03.19 Fingerprints - Non Residential (Selleck,Kristine)	5.00
12/03/2019	USPS	30% down payment check to Orca Pacific for 2019 Pool Liner	7.35
12/03/2019	USPS	fingerprints to WSP	7.35
12/04/2019	Fred Meyer	Lablemaker, Sticky tabs for board packets	73.72
12/06/2019	Adobe	Monthly Subscription Acrobat Pro	16.49
12/08/2019	Staples	Binders	21.98
12/08/2019	Staples	Labels, Certificates, Binders	73.63
12/09/2019	Home Depot	2019 Pool Closure Maintenance: Pallet Jack Rental	200.00
12/10/2019	Intermedia.net	Billing Period: 11.10.19 - 12.10.19Hosted PBX Phone Service	184.86
12/11/2019	Fast Signs	Payment 2 of 2: Marketing Signage Boards for Lobby and Deck - PVC 3mm Cut with Vinyl- 16 signs	580.78
12/11/2019	Amazon.com	Business Card Holder	35.19
12/11/2019	Amazon.com	2 pocket folders with fasteners, acrylic sign holder tape	36.41
12/11/2019	Home Depot	2019 Pool Closure Maintenance:	45.11
12/11/2019	Amazon.com	Toner Cartridge	32.99
12/12/2019	King County Recorders	Service Date: 12.12.19 Recording Oaths of Office for 2019 Elected Commissioners : Position 3 Andrew Stahl, Position 4 Jeri Frangello-Anderson	316.26
12/12/2019	City of Seattle	Service Date: 12.12.19 Recording Oaths of Office for 2019 Elected Commissioners : Position 3 Andrew Stahl, Position 4 Jeri Frangello-Anderson	10.00
<b>Total for 213.14 US Bank Kristine PC - 2183</b>			<b>\$2,186.03</b>
213.15 US Bank Brad PC - 2866			
12/02/2019	Home Depot	2019 Pool Closure Maintenance: Paint	526.88
12/02/2019	Home Depot	2019 Pool Closure Maintenance: Painting Supplies (Drop Cloth, Tray and Liners, Rollers, Brushes), Spackling Paste, DryWall Grit Sheets	111.40
12/03/2019	Metal Shorts INC	2019 Pool Closure Maintenance: Aluminum Squares for Bulkhead	137.50
12/04/2019	Napa Auto Parts	2019 Pool Closure Maintenance: 4 U Bolt	43.96
12/04/2019	Amazon.com	Clear Table Protector for Decktop	44.03
12/04/2019	Amazon.com	Tape and Adhesive	233.92
12/04/2019	Amazon.com	Mouse pads, Acrylic Plexi Sign Holders	21.84
12/06/2019	NW Modular Systems Furniture	2 6'x9' Reception Station	2,591.37
12/06/2019	Fast Signs	Payment 1 of 2: Marketing Signage Boards for Lobby and Deck - PVC 3mm Cut with Vinyl- 16 signs	580.78
12/07/2019	Home Depot	2019 Pool Closure Maintenance: Pallet Jack Rental	100.00
12/07/2019	Home Depot	RETURN: 2019 Pool Closure Maintenance: Pallet Jack Rental	-100.00
<b>Total for 213.15 US Bank Brad PC - 2866</b>			<b>\$4,291.68</b>
<b>Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794</b>			<b>\$6,477.71</b>

**Tukwila Pool Advisory Committee**  
November 16, 2019 Meeting Minutes  
Meeting Location: Tukwila Community Center

Call to order

1. Meeting called to order at 8:42 am by Sharon Shipman

Roll Call

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

TPMPD: Jeri Frangello-Anderson, Christine Neuffer, Aaron Shipman

STAFF: Brad Harpin

Approval of minutes

Business items:

1. TPAC Positions for 2020
  - Diane agrees to return. Jacqui not present to ask.
  - We have interest from a student, but she is an employee of the pool which raises a conflict. Pool handbook says employees can't volunteer for the pool without pay.
  - Open positions: we need to advertise.
  - Officer positions: will revisit in January.
2. Thanksgiving dinner volunteer opportunity coming up
  - Vanessa, Diane, Alex attending
  - Brad unsure, depends on timing of pool refurb
3. Spirit of Giving coming up - Saturday Dec 14
  - They are emphasizing experiences over things this year, would be good to donate pool passes
  - Ivan & Mary attending, Aaron & Sharon attending, Brad available to attend
  - See if any of the lifeguards would like to participate

Updates:

1. Brad shares letter of commendation to pool from J. Johnson
2. Pool closure
  - Reopens Dec 24
  - Drainage has begun today
  - Moving the bulkhead seems like an engineering project, but so far

- feasible
- All staff off but for managers
  - Jacob helping with maintenance: painting, scrubbing, drain cleaning
  - Generally taking the time to plan with staff, look at issues like phone problems
  - Front door will be kept open so that the public is able to enter to find out what's going on with the closure
  - Outdoor sign will be ordered & installed
  - Working on presentation for City Council
3. Finance Committee
- meeting coming up Thursday to decide on final budget
  - we need to discuss moving to performance based raises for managers
4. Programming Committee
- cancelled last month due to illness
  - next meeting, after budget approved, will focus on 2020 programming
  - letter going out to notify users of rate increases, encourage annual pass holders to buy now
- Next TPAC Meeting is scheduled for Saturday, 01/18/2020 8:30am at the Tukwila Community Center.

Meeting adjourned at 9:32 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

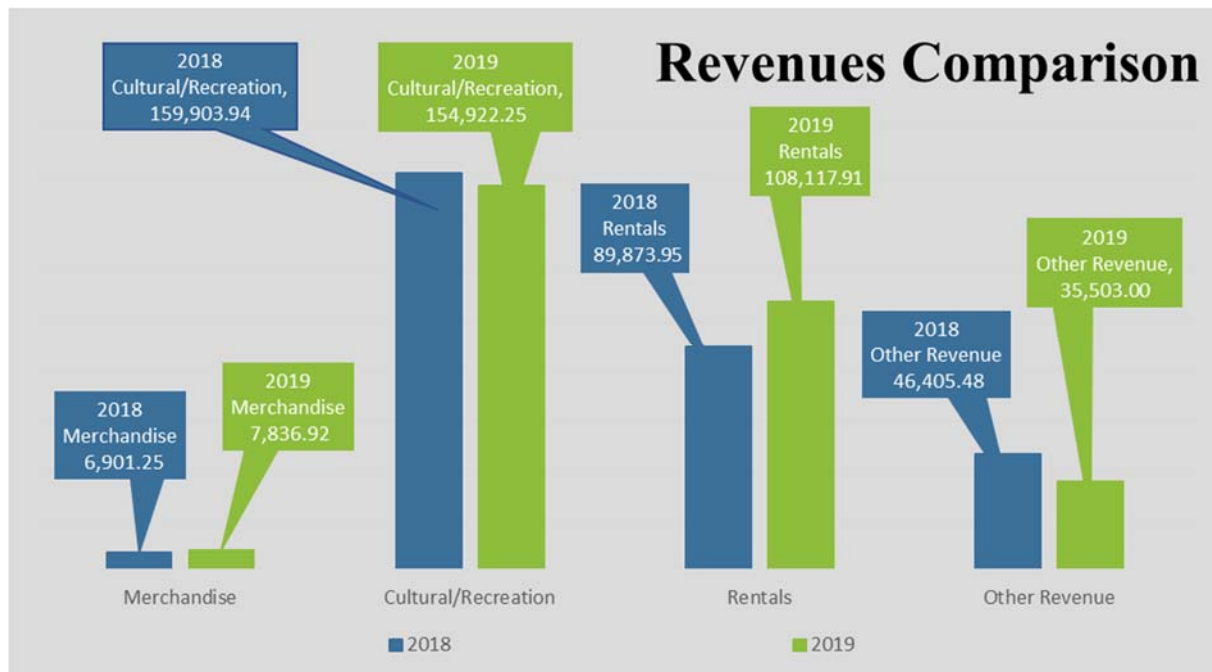
## Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**  
FROM: Kristine Selleck, District Administrator *and* Brad Harpin, Director of Aquatics Operations  
DATE: February 10, 2020  
SUBJECT: **2019 End of Year Financial Review**

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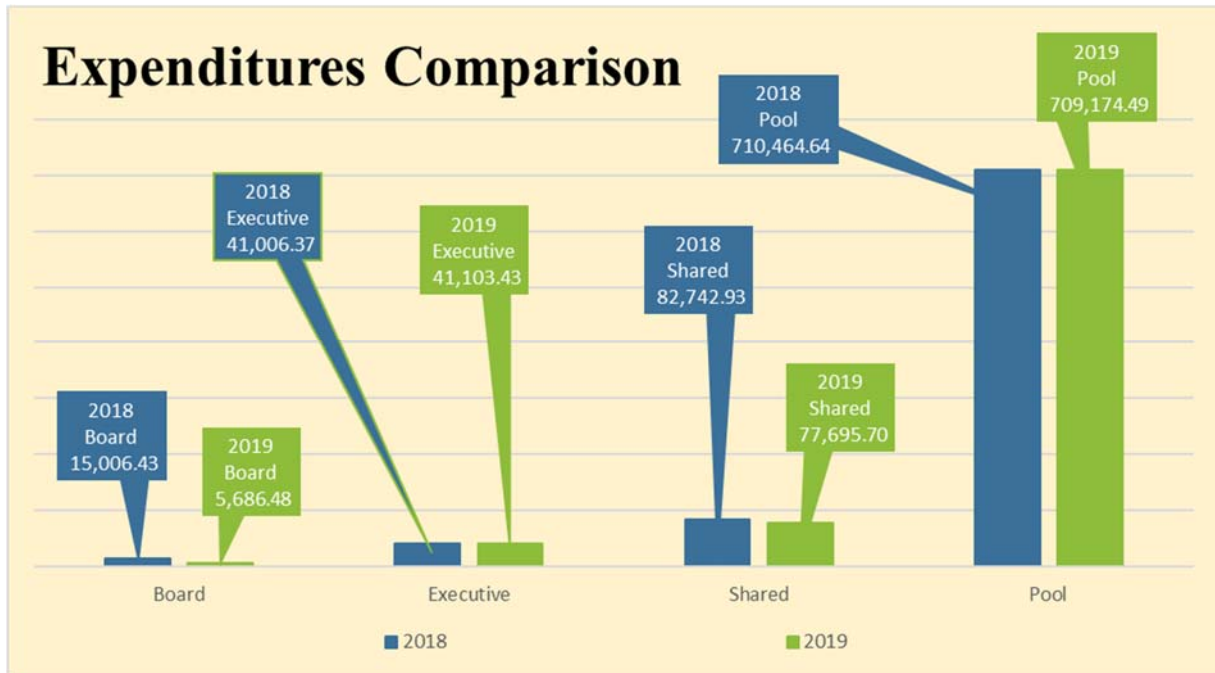
2019 Year End Revenues and Expenditures from our General Fund are presented in comparison with the figures from 2018. The following charts show the differences in broad categories, while the attached spreadsheet shows a more detailed explanation.

### Revenue



- 2019 Revenue approximately \$73K more than 2018
  - Property Tax, Merchandise Sales, and Rentals had increased revenue
  - Cultural/Recreation and Other Revenue (Grants, Donations, etc.) decreased

## Expenditures



- 2019 Expenditures approximately \$34K less than 2018
  - Board Expenditure decrease primarily due to billed election costs in 2018
  - Shared Expenditures decreased due to fewer Bookkeeper, Legal, and CPA hours
  - Pool Expenditures were maintained overall.

## ATTACHMENTS

- 2019 Financial Review Spreadsheet with Notes for each General Ledger (GL) code from the Tukwila Pool MPD General Fund

	A	B	D	E	F	G	H	I	J
1	Budget Line Name	GL Code	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget	2018/2019 Difference	Notes
2	<b>General Fund Budget</b>								
3	<b>Unrestricted Opening Balance</b>	<b>308.80.00</b>	<b>288,491.29</b>	<b>343,876.36</b>	<b>380,436.35</b>	<b>427,786.63</b>		<b>83,910.27</b>	
4	<b>Revenue</b>								
5	Real and Personal Property Tax	311.10.00	918,571.00	960,162.17	1,008,584.00	1,030,320.55	102.16%	70,158.38	
6	<b>Total 311 General Property Tax</b>		<b>918,571.00</b>	<b>960,162.17</b>	<b>1,008,584.00</b>	<b>1,030,320.55</b>			
7	Sales Tax Collected	313.11.00	7,555.00	7,398.95	7,450.00	6,694.73	89.86%		
8	<b>Total 313 Local Retail Sales &amp; Use Taxes</b>		<b>7,555.00</b>	<b>7,398.95</b>	<b>7,450.00</b>	<b>6,694.73</b>			
9	Local Grants	337.00.10	-	-	-	-			
10	<b>Total 337 Local Grants, Entitlements, and Other Payments</b>								
11	Taxed Merchandise (Taxable)	341.70.10	3,000.00	4,082.95	4,000.00	4,666.56	116.66%	583.61	
12	Untaxed Merchandise (Non-taxable)	341.70.20	2,000.00	2,818.30	3,500.00	3,170.36	90.58%	352.06	
13	<b>Total 341 Merchandise</b>		<b>5,000.00</b>	<b>6,901.25</b>	<b>7,500.00</b>	<b>7,836.92</b>			Resale Inventory Expenses are \$3663.93. 2019 shows a 53.2% profit on resale inventory
14	Activity Fees - General Passes (Taxable)	347.30.10	24,200.00	28,239.24	25,000.00	29,778.27	119.11%	1,539.03	
15	Activity Fees - General Admissions (Taxable)	347.30.20	38,500.00	34,938.38	36,500.00	27,291.88	74.77%	(7,646.50)	Need to revisit during 2021 budget review. Budget predictions may have been off. We need to consider if we can increase general usage by adjusting our facility schedule to increase open swim availability
16	Activity Fees - Special Events (Taxable)	347.30.30	2,200.00	2,086.47	2,500.00	1,902.92	76.12%	(183.55)	
17	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10	60,000.00	88,362.60	85,000.00	90,580.68	106.57%	2,218.08	The ARC Scholarship required some funds to be paid by patrons resulting in a higher revenue than the Kaiser Grant which covered 100% of costs for patrons in 2018.
18	Program Fees - Exercise Classes (Non-taxable)	347.60.20	300.00	3,122.25	6,400.00	2,220.00	34.69%	(902.25)	Community feedback: Cost-aerobics rates were too high and should be included in the cost of admission, Space limitations-deep end aerobics confined to one lane, Time Constraints-class schedule not conducive to the broader needs of the community.
19	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30	1,250.00	1,565.00	3,750.00	2,568.50	68.49%	1,003.50	TSD billed in 2019 as per ILA for Lifeguarding Classes
20	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	350.00	385.00	350.00	385.00	110.00%	0.00	
21	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	-	1,205.00	300.00	195.00	65.00%	(1,010.00)	In 2018, we received a one-time \$1000 Banner sponsorship from the Coast Guard
22	<b>Total 347 Cultural and Recreation</b>		<b>126,800.00</b>	<b>159,903.94</b>	<b>159,800.00</b>	<b>154,922.25</b>			
23	Interest and Other Earnings	361.10.00	4,500.00	10,893.64	7,800.00	10,769.64	138.07%	(124.00)	CIP Interest recorded separately in 2019
24	<b>Total 361 Interest and Other Earnings</b>		<b>4,500.00</b>	<b>10,893.64</b>	<b>7,800.00</b>	<b>10,769.64</b>			
25	Rentals - Short-Term, One-time (Taxable)	362.40.10	7,150.00	4,295.69	6,500.00	4,055.91	62.40%	(239.78)	Nominal change - equivalent to one less party in 2019
26	Equipment and Locker Rentals (Taxable)	362.40.20	500.00	407.26	-	-		(407.26)	Locker revenue eliminated at the end of 2018 due to locker door style change
27	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30	83,950.00	85,171.00	89,000.00	104,062.00	116.92%	18,891.00	Rental Customer needs increased due to other pool closures and swim teams' increased needs for practice space
28	<b>Total 362 Rents, Leases and Concessions</b>		<b>91,600.00</b>	<b>89,873.95</b>	<b>95,500.00</b>	<b>108,117.91</b>			
29	Cash Donations (Non-taxable)	367.10.10	200.00	179.10	250.00	408.28	163.31%	229.18	
30	Gifts In-Kind (Non-taxable)	367.10.20	-	-	-	-		0.00	
31	Grant Revenue Swim Lessons	367.10.30	10,000.00	10,000.00	-	7,313.00			
32	Grant Revenue Junior Guard	367.10.40	5,000.00	5,000.00	-	-			
33	Grant Revenue Misc. Overhead	367.10.50	5,000.00	5,000.00	-	-			
34	<b>Total 367 Contributions from Private Sources</b>		<b>20,200.00</b>	<b>20,179.10</b>	<b>250.00</b>	<b>7,721.28</b>			
35	Unapplied Cash Income (Account Credit)	369.00.10	-	-	-	(393.00)			
36	Deposit Over / Short	369.80.00	-	11.15	-	88.43		77.28	
37	Other Miscellaneous Revenue	369.91.00	-	-	-	-		0.00	
38	Scholarship Funds Applied	369.91.10	10,000.00	7,909.00	10,000.00	11,275.10	112.75%	3,366.10	
39	Discounts Applied	369.91.40	-	-	-	(1,189.54)		(1,189.54)	Tracking employee discounts in a separate GL Code began in 2019
40	Gift Certificates	369.91.50	-	-	-	-		0.00	
41	<b>Total 369 Miscellaneous Revenue</b>		<b>10,000.00</b>	<b>7,920.15</b>	<b>10,000.00</b>	<b>9,780.99</b>			
42	Sales of Capital Assets	395.10.00	-	13.64	-	536.36		522.72	
43	<b>Total 395 Sales of Capital Assets</b>			<b>13.64</b>		<b>536.36</b>			
44	Transfers In from Capital Improvement Fund	397.00.10	-	-	-	-		0.00	
45	<b>Total 397 Non-Revenue Transfers-In</b>							<b>0.00</b>	
46	Budget Report Revenue Adjustment	388.10.00	-	9,606.15	-	-			
47	<b>Total 388 Prior Period Adjustment(s)</b>			<b>9,606.15</b>					
48	<b>Total Revenue</b>		<b>1,184,226.00</b>	<b>1,272,852.94</b>	<b>1,296,884.00</b>	<b>1,336,700.63</b>			

	A	B	D	E	F	G	H	I	J
1	Budget Line Name	GL Code	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget	2018/2019 Difference	Notes
49	<b>Expenditures</b>								
50	<b>Board Expenditures</b>								
51	BOC Stipend	576.20.100.10.00	5,130.00	4,000.00	9,600.00	3,882.00	40.44%	(118.00)	
52	<b>BOC Supplies</b>								
53	BOC Office Supplies	576.20.100.30.10	100.00	71.30	100.00	219.88	219.88%	148.58	New business cards ordered in 2019
54	BOC Equipment	576.20.100.30.20	100.00	46.22	500.00	468.97	93.79%	422.75	New name plates ordered in 2019
55	BOC Meeting Food	576.20.100.30.30	250.00	149.80	250.00	74.37	29.75%	(75.43)	Less expensive option utilized
56	<b>BOC Services</b>								
57	Consultant Fees	576.20.100.40.10	300.00	-	300.00	-	0.00%	0.00	-
58	Transcription Services	576.20.100.40.20	750.00	-	750.00	-	0.00%	0.00	-
59	Meeting Site Rental	576.20.100.40.30	600.00	1,565.00	600.00	725.00	120.83%	(840.00)	Partial 2017 meeting site fees were billed in 2018
60	Public Records Request	576.20.100.40.40	500.00	-	500.00	-	0.00%	0.00	-
61	Travel (BOC non-development)	576.20.100.40.50	100.00	-	100.00	-	0.00%	0.00	-
62	<b>BOC Development</b>								
63	Travel/Transportation (BOC Development)	576.20.100.40.61	200.00	-	200.00	-	0.00%	0.00	-
64	Tuition/Registration Fees (BOC Development)	576.20.100.40.62	650.00	-	650.00	-	0.00%	0.00	-
65	BOC Notices/Ads	576.20.100.40.70	200.00	-	200.00	316.26	158.13%	316.26	Election recording in 2019 did not occur in 2018
66	<b>BOC Intergovernmental Costs</b>								
67	Election Costs	576.20.100.50.10	6,000.00	9,174.11	-	-			-
68	<b>Total Board Expenditures</b>		<b>14,880.00</b>	<b>15,006.43</b>	<b>13,750.00</b>	<b>5,686.48</b>			-
69	<b>Executive Expenditures</b>								
70	<b>Executive Salaries &amp; Wages</b>								
71	Executive Director/District Administrator Wages	576.20.200.10.10	37,740.00	36,393.49	33,100.00	35,498.80	107.25%	(894.69)	2018 position turnover
72	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20	5,661.00	4,559.42	4,965.00	4,900.63	98.70%	341.21	2018 separation compensation did not include stipend
73	<b>Executive Development</b>								
74	Travel/Transportation (Exec. Development)	576.20.200.40.11	150.00	42.12	150.00	-	0.00%	(42.12)	-
75	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12	500.00	-	500.00	694.00	138.80%	694.00	-
76	Travel (Exec. non-development)	576.20.200.40.20	200.00	11.34	200.00	10.00	5.00%	(1.34)	-
77	<b>Total Executive Expenditures</b>		<b>44,251.00</b>	<b>41,006.37</b>	<b>38,915.00</b>	<b>41,103.43</b>			-



	A	B	D	E	F	G	H	I	J
1	Budget Line Name	GL Code	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget	2018/2019 Difference	Notes
78	<b>Shared Expenditures</b>								
79	<b>Shared Salary &amp; Wages</b>								
80	Bookkeeper Wages	576.20.300.10.10	12,500.00	19,634.67	21,840.00	12,188.74	55.81%	(7,445.93)	2018 position turnover - duties and hours are different
81	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20	-	1,242.42	3,276.00	1,769.83	54.02%	527.41	Position benefit stipend began late 2018
82	<b>Shared Supplies/Equipment</b>								
83	<b>Office/Computer Supplies/Equipment (consumable)</b>								
84	Office Supplies (consumables)	576.20.300.30.11	1,500.00	1,147.92	1,500.00	1,268.03	84.54%	120.11	-
85	Printing Supplies (consumables)	576.20.300.30.12	550.00	531.09	1,000.00	449.18	44.92%	(81.91)	-
86	<b>Office/Computer Supplies/Equipment (non-consumable)</b>								
87	Office Equipment (non-consumables)	576.20.300.30.13	1,000.00	5,239.84	3,000.00	3,963.17	132.11%	(1,276.67)	2018: allocated office equipment purchases (office chairs, new safe, new file cabinet, etc.)
88	Computer Equipment (replacement)	576.20.300.30.14	2,500.00	4,617.05	1,000.00	-	0.00%	(4,617.05)	2018: new computers purchased
89	<b>Shared Services</b>								
90	IT/Computer Service	576.20.300.40.10	4,000.00	3,755.06	4,000.00	4,878.65	121.97%	1,123.59	2019 - Sunbelt contract executed for IT control of Pool systems
91	Legal Services	576.20.300.40.20	8,000.00	2,446.00	6,000.00	1,248.00	20.80%	(1,198.00)	Less services required in 2019
92	<b>Communication Services</b>								
93	Telephone	576.20.300.40.31	-	200.00	-	600.00		400.00	DoAO stipend began in September 2018
94	Postage	576.20.300.40.32	200.00	224.48	300.00	383.05	127.68%	158.57	Priortiy Services used for routine fingerprint mailings in 2019
95	Website & Email hosting	576.20.300.40.33	1,500.00	1,576.40	1,500.00	1,794.20	119.61%	217.80	Routine price increase
96	Internet/VoIP Phones	576.20.300.40.34	7,500.00	4,864.63	4,200.00	3,893.14	92.69%	(971.49)	Broadview contract still in effect for beginning of 2018
97	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	1,600.00	1,226.17	1,700.00	867.91	51.05%	(358.26)	2018: Firewall License renewed (2 year period)
98	Advertising/Posting Fees (DOAO)	576.20.300.40.36	200.00	-	200.00	-	0.00%	0.00	-
99	Printing & Copying Services	576.20.300.40.37	5,500.00	5,126.86	5,500.00	4,770.12	86.73%	(356.74)	New lease came with quarterly copy billing which allowed for carryover and overall less funds needed for color copies
100	Bank Charges	576.20.300.40.40	800.00	(743.47)	500.00	403.19	80.64%	1,146.66	Proportionate to interest earned
101	Payroll Services	576.20.300.40.50	6,000.00	5,024.92	6,000.00	8,202.06	136.70%	3,177.14	Increased need due to improved staffing
102	Membership Dues	576.20.300.40.60	1,000.00	775.00	2,000.00	1,900.90	95.05%	1,125.90	2019 WRPA fees increased
103	Miscellaneous Services	576.20.300.40.70	500.00	-	200.00	-	0.00%	0.00	-
104	<b>Risk Management Services</b>								
105	Security & Fire Alarm	576.20.300.40.81	2,500.00	2,383.83	2,900.00	7,263.64	250.47%	4,879.81	2019 increased need for troubleshooting system
106	Pest Control	576.20.300.40.82	700.00	851.36	700.00	751.64	107.38%	(99.72)	-
107	Insurance	576.20.300.40.83	14,000.00	11,176.00	17,500.00	12,500.00	71.43%	1,324.00	-
108	Fingerprinting (WSP)	576.20.300.40.84	900.00	890.00	1,250.00	1,633.00	130.64%	743.00	Increased need due to improved staffing
109	<b>Financial Services</b>								
110	Accounting Services (Independent)	576.20.300.40.91	-	-	-	-		0.00	-
111	CPA Services	576.20.300.40.92	8,000.00	4,300.00	6,000.00	1,367.75	22.80%	(2,932.25)	2018: CPA auditor involvement needed and in 2019, more duties are being handled in -house
112	Software Programs (financial)	576.20.300.40.93	500.00	225.00	500.00	510.00	102.00%	285.00	QBO fees increased
113	<b>Shared Intergovernmental Services</b>								
114	External Taxes and Operating Assessments	576.20.300.50.10	-	-	-	-		0.00	-
115	Washington Business License	576.20.300.50.20	-	19.00	-	-		(19.00)	-
116	Tukwila Business License	576.20.300.50.30	-	-	-	-		0.00	-
117	Annual Permits	576.20.300.50.40	650.00	593.00	650.00	612.00	94.15%	19.00	-
118	Interlocal Agreements	576.20.300.50.50	-	-	-	-		0.00	-
119	State Audit	576.20.300.50.60	-	5,415.70	8,000.00	4,477.50	55.97%	(938.20)	-
120	<b>Total Shared Expenditures</b>		<b>82,100.00</b>	<b>82,742.93</b>	<b>101,216.00</b>	<b>77,695.70</b>		<b>(5,047.23)</b>	

	A	B	D	E	F	G	H	I	J
1	Budget Line Name	GL Code	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget	2018/2019 Difference	Notes
121	<b>Swimming Pool Expenditures</b>								
122	<b>Swimming Pool Salaries and Wages</b>								
123	Lifeguard Wages	576.20.400.10.10	126,450.00	129,910.22	182,015.00	138,899.48	76.31%	8,989.26	Increased staffing
124	Instructor Wages	576.20.400.10.20	42,500.00	60,522.58	51,000.00	52,515.38	102.97%	(8,007.20)	September of 2019 many classes taught by Assistant Managers and Water Exercise Instructors were included on this line for most of 2018
125	Water Exercise Instructor Wages	576.20.400.10.25	-	551.50	4,000.00	4,366.90	109.17%	3,815.40	GL for Water Exercise Instructor created late 2018
126	Head Guard Wages	576.20.400.10.30	-	-	-	-	-	0.00	-
127	Director of Aquatic Operations Salary	576.20.400.10.40	66,734.00	66,559.98	68,726.00	71,573.47	104.14%	5,013.49	Position turnover: includes payout benefits
128	Assistant Aquatics Manager Wages	576.20.400.10.50	89,000.00	105,707.03	124,280.00	120,740.81	97.15%	15,033.78	2019 had three Assistant Managers all year (2018 had partial)
129	Front Desk Wages	576.20.400.10.60	50,100.00	29,238.93	30,000.00	24,567.81	81.89%	(4,671.12)	Improved staffing control
130	Maintenance Worker Wages	576.20.400.10.65	-	-	13,000.00	-	0.00%	0.00	-
131	Overtime Wages	576.20.400.10.70	7,500.00	6,249.25	7,500.00	3,382.96	45.11%	(2,866.29)	Improved staffing control
132	Summer Incentive Pay Wages	576.20.400.10.75	-	-	-	9,105.10	-	9,105.10	Initiated in 2019
133	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80	23,500.00	24,920.45	28,951.00	27,410.85	94.68%	2,490.40	2019 had three Assistant Managers all year (2018 had partial)
134	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90	-	-	-	-	-	0.00	-
135	<b>Swimming Pool Personnel Benefits</b>								
136	<b>Non-Taxable Benefits</b>								
137	FICA	576.20.400.20.11	35,711.35	37,560.96	44,236.35	39,084.38	88.35%	1,523.42	-
138	Unemployment	576.20.400.20.12	25,674.83	9,998.77	20,238.86	11,628.02	57.45%	1,629.25	-
139	L&I	576.20.400.20.13	15,000.00	13,151.85	15,000.00	13,633.78	90.89%	481.93	-
140	Other Benefits (non-cash)	576.20.400.20.20	-	-	-	-	-	0.00	-
141	<b>Swimming Pool Supplies</b>								
142	<b>Program Supplies and Equipment</b>								
143	Exercise Classes Supplies & Equipment	576.20.400.30.11	200.00	318.17	300.00	93.83	31.28%	(224.34)	-
144	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	500.00	736.74	800.00	2,189.00	273.63%	1,452.26	-
145	Special Events Supplies & Equipment	576.20.400.30.13	2,400.00	2,810.34	3,000.00	2,532.13	84.40%	(278.21)	-
146	Staff Uniforms Supplies & Equipment	576.20.400.30.14	2,500.00	2,150.43	2,000.00	1,945.65	97.28%	(204.78)	-
147	Safety Supplies & Equipment	576.20.400.30.15	2,500.00	3,782.30	1,740.00	923.62	53.08%	(2,858.68)	2018: Training Mannequins, Lifejackets, and Oxygen Unit purchased
148	Lifeguard Class Supplies & Equipment	576.20.400.30.16	150.00	235.52	100.00	61.29	61.29%	(174.23)	-
149	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	500.00	2,591.56	500.00	95.00	19.00%	(2,496.56)	2018: Boats and noodle storage supplies were purchased
150	<b>Maintenance and Repairs Supplies</b>								
151	Pool Chemicals Supplies & Equipment	576.20.400.30.21	14,000.00	10,989.69	10,000.00	12,349.03	123.49%	1,359.34	-
152	Janitorial Supplies & Equipment	576.20.400.30.22	8,000.00	10,584.60	11,000.00	6,642.57	60.39%	(3,942.03)	-
153	Tools and Equipment	576.20.400.30.23	6,000.00	10,541.74	5,000.00	2,801.50	56.03%	(7,740.24)	2018: Floor Scrubber, Lifeguard Chair, and Tigershark Vacuum purchased
154	Landscaping Supplies & Equipment	576.20.400.30.24	2,000.00	54.20	1,000.00	203.04	20.30%	148.84	-
155	Repairs/Maintenance Supplies & Equipment	576.20.400.30.25	-	-	-	1,237.16	-	1,237.16	New GL assigned in 2019
156	Resale Inventory	576.20.400.30.30	3,500.00	5,011.34	5,000.00	3,663.93	73.28%	(1,347.41)	-
157	Miscellaneous Supplies & Equipment	576.20.400.30.40	200.00	49.83	200.00	74.68	37.34%	24.85	-
158	<b>Swimming Pool Services</b>								
159	Transaction Services/Merchant Fees	576.20.400.40.10	9,000.00	9,599.39	11,220.00	15,351.10	136.82%	5,751.71	CivicRec new annual fee
160	Translation Services	576.20.400.40.20	300.00	-	500.00	-	0.00%	0.00	-
161	Grant Translation	576.20.400.40.21	500.00	-	-	-	-	0.00	-

	A	B	D	E	F	G	H	I	J
1	Budget Line Name	GL Code	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget	2018/2019 Difference	Notes
162	<b>Advertising &amp; Promotion</b>								
163	Graphic Design (A&P, Material Development)	576.20.400.40.31	2,000.00	2,470.00	2,000.00	1,920.00	96.00%	(550.00)	-
164	Printing & Copying (A&P)	576.20.400.40.32	4,000.00	4,657.19	4,000.00	3,690.52	92.26%	(966.67)	-
165	Staff Recruiting	576.20.400.40.33	800.00	1,037.96	1,000.00	1,471.58	147.16%	433.62	-
166	Promotional giveaways	576.20.400.40.34	500.00	-	500.00	17.97	3.59%	17.97	-
167	Outreach & Marketing Services	576.20.400.40.35	2,000.00	387.56	2,000.00	1,161.56	58.08%	774.00	-
168	Grant Marketing	576.20.400.40.36	1,700.00	153.57	-	-	-	(153.57)	-
169	Grant Overhead	576.20.400.40.37	2,800.00	825.43	-	-	-	(825.43)	-
170	Lifeguard Recruiting	576.20.400.40.38	1,000.00	1,328.94	1,500.00	586.63	39.11%	(742.31)	-
171	<b>Staff Development</b>								
172	Travel/Transportation (Staff Development)	576.20.400.40.41	400.00	1,352.03	1,000.00	-	0.00%	(1,352.03)	2018: Additional Water Exercise training
173	Tuition/Registration Fees (Staff development)	576.20.400.40.42	2,000.00	2,746.14	3,500.00	1,970.40	56.30%	(775.74)	2018: Additional Water Exercise training, 2019 WCIA reimbursements
174	<b>Rentals and Leases</b>								
175	Equipment Rentals	576.20.400.40.51	-	-	-	336.00	-	336.00	-
176	Facility Ground Lease	576.20.400.40.52	-	-	-	-	-	0.00	-
177	<b>Utilities</b>								
178	Electrical (Utilities)	576.20.400.40.61	17,600.00	16,219.91	19,000.00	17,234.67	90.71%	1,014.76	-
179	Gas (Utilities)	576.20.400.40.62	58,000.00	42,364.04	50,000.00	37,125.48	74.25%	(5,238.56)	-
180	Water (Utilities)	576.20.400.40.63	6,500.00	5,908.14	7,000.00	6,680.02	95.43%	771.88	-
181	Sewer (Utilities)	576.20.400.40.64	1,500.00	704.35	1,500.00	734.25	48.95%	29.90	-
182	Garbage Collection (Utilities)	576.20.400.40.65	1,000.00	-	1,000.00	-	0.00%	0.00	-
183	Storm Drain (Utilities)	576.20.400.40.66	-	-	-	-	-	0.00	-
184	Other (Utilities)	576.20.400.40.67	-	-	-	-	-	0.00	-
185	<b>Repairs and Maintenance Services</b>								
186	Maintenance/Janitorial Services	576.20.400.40.71	-	-	-	-	-	0.00	-
187	Facility Repairs/Maintenance Services	576.20.400.40.72	40,000.00	62,912.49	30,000.00	24,856.28	82.85%	(38,056.21)	Working on improving coding of these services
188	Equipment Repairs/Maintenance Services	576.20.400.40.73	21,000.00	13,950.56	37,112.00	27,881.74	75.13%	13,931.18	-
189	Landscaping/Groundskeeping Services	576.20.400.40.74	-	-	-	-	-	0.00	-
190	Travel (Staff non-development)	576.20.400.40.80	200.00	110.96	200.00	-	0.00%	(110.96)	-
191	<b>Miscellaneous Services</b>								
192	Scholarship Funds Expensed	576.20.400.40.91	10,000.00	7,909.00	10,000.00	11,275.10	112.75%	3,366.10	-
193	Red Cross	576.20.400.40.92	350.00	324.00	350.00	305.00	87.14%	(19.00)	-
194	Aerobics Partner	576.20.400.40.93	-	1,275.00	2,400.00	350.00	14.58%	(925.00)	Discontinued in 2019
195	Other Services	576.20.400.40.94	-	-	-	1,208.88	-	1,208.88	-
196	Discounts Applied	576.20.400.40.97	-	-	-	-	-	0.00	-
197	Gift Certificates	576.20.400.40.98	-	-	-	-	-	0.00	-
198	<b>Total Swimming Pool Expenditures</b>		<b>707,770.17</b>	<b>710,464.64</b>	<b>815,369.21</b>	<b>705,878.55</b>		<b>(4,586.09)</b>	
211	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	(17,633.20)	Additional CIP expenses allocated in 2018
212	<b>Total 597.00.300 Transfers Out</b>		<b>80,000.00</b>	<b>97,633.20</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100.00%</b>		
213	<b>Total Expenditures</b>		<b>1,171,143.93</b>	<b>1,188,942.67</b>	<b>1,291,287.97</b>	<b>1,151,770.91</b>			



# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

### 07. BUSINESS ITEMS:

b) Seattle Southside Chamber of Commerce Membership Discussion

The Board will have a discussion regarding membership in the Seattle Southside Chamber of Commerce. Additional written material/report may also be presented.

### Classic Membership

**Non-Profit Level\*** (1-4 employees) - \$250

**Small Business Classic Level** (1-19 employees) - \$315

**Classic Level** (20+ employees) - \$490

As a Classic Member, you will receive the following benefits:

- All Universal benefits
- Listing on the [Chamber Directory](#)
- Referrals to your business
- A personalized membership placard
- A highlighted business listing in the Seattle Southside RTA [Map](#), [Dining Guide](#), & [Travel Planner\\*\\*](#)
- Ribbon cutting ceremonies
- Opportunity to host Chamber events
- Board Room reservations
- Posts on the Chamber's social media platforms
- Notary services member pricing
- Certificate of Origin member pricing

Classic members with *fewer than 15 employees* also qualify for the Seattle Metropolitan Chamber Reciprocal Entrepreneur Membership  
[Click Here to Learn More!](#)

*\*Non-profit organizations with 5 or more employees would fall under the Small Business Classic or Classic Level membership based on number of employees*

*\*\*Disclaimer: Only Chamber Member businesses which fall under tourism-related categories (hotels, restaurants, attractions, etc.) will be marketed*

### Premier Membership

**Silver Level - \$890**

- All Classic benefits
- Premier website listing on the [Chamber Directory](#)
- Premier personalized membership placard
- Premier registration at Chamber Events
- Premier seating at Chamber Events
- 3 free articles per year the Chamber Monthly Newsletters