TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

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

Board Members: **Ellen Gengler, Vanessa Zaputil, Diane Myers**

Recording Secretary: **Richard J. Rabe**

Date and Time: **Monday, October 9, 2017, 6:00 PM** *Resolution Number:*

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

1. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
2. APPROVE AGENDA		
3. CITIZEN COMMENTS *(Limited to 4 minutes)*		
4. CONSENT AGENDA	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, September 11, 2017. b) Approve Vouchers	Pages 3-9 Page 10-17
5. REPORTS	a) Commissioners b) Director of Aquatics Operations c) District Administrator d) Finance e) Tukwila Pool Advisory Committee (TPAC)	 Pages 18-23 Pages 2 -31 Pages 32-57 Page 58
6. BUSINESS ITEMS	a) TPMPD Employee Handbook b) Holiday Hours, Michelle Simpson c) Preliminary 2018 Budget (plus attached 8 pages) d) Potential Rate Increases for 2018 e) Review of Gender-Specific Programming f) TPAC Application of Ivan Cockrum	Pages 59-138 Page 139 Pages 140-148 s 149-152 Pages 153-154 Pages 155-156
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.		
9. ADJOURNMENT		

TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:
To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

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

TPMPD Core Values:
We Value…

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

TUKWILA POOL METROPOLITAN PARK DISTRICT

September 11, 2017
6:00 p.m.
Valley View Sewer District Conference Room
3460 S. 148th Street, Tukwila, WA 98168

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

1. CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 6:00 p.m.

TPMPD VISION AND MISSION STATEMENT was read by President Frangello-Anderson.

THE PLEDGE OF ALLEGIANCE was recited by the attendees.

ROLL CALL
TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS
Present were: Commissioner Ellen Gengler, Commissioner Christine Neuffer, Commissioner Vanessa Zaputil, Commissioner Diane Myers, and President Jeri Frangello-Anderson.
TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES
Present were: Michelle Simpson, Director of Aquatics Operations; Richard Rabe, District Administrator
MEMBERS OF THE TUKWILA COMMUNITY
Present were: Aaron Shipman, TPAC Chair; David Puki; Gene Achziger

2. AGENDA

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER MYERS. Without discussion, the **MOTION CARRIED (5-0).**

3. CITIZEN COMMENTS

Dave Puki spoke about two topics. The first concerns operational issues with pool over-chlorination, needed lighting repairs, and a pool water-temperature drop that happened on September 4, 2017. Michelle Simpson answered his questions about these concerns and explained why and how they happened, and how they are being remedied.
Mr. Puki's second issue was his suggestion to obtain a scoreboard for competitive events, then answered questions about associated scoreboard costs, ownership, usage and benefits.
Ms. Simpson mentioned the need for repair to the water slide, lighting repairs or replacements, and the possibility of obtaining an "old fashioned thermometer" to track the pool's water temperature. Commissioner Zaputil asked about the comparative cost and energy savings that would result from a possible conversion to LED lighting. Mr. Puki said the energy saved would

be approximately 75 percent, but said LEDs don't last as long in a humid environment. Commissioner Neuffer asked if the slide should be closed. Ms. Simpson answered, "no, not at this time," and added that it would cost roughly $2,000 to pay for a certified inspection of it.

4. CONSENT AGENDA

a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Special Meeting August 7, 2017 and Regular Meeting August 14, 2017. President Frangello-Anderson invited discussion. No further discussion took place.

COMMISSIONER ZAPUTIL MOVED TO APPROVE THE MINUTES OF AUGUST 7, 2017. COMMISSIONER NEUFFER SECONDED THE MOTION. MOTION CARRIED (5-0).

COMMISSIONER GENGLER MOVED TO APPROVE THE MINUTES OF AUGUST 14, 2017. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (5-0).

b.) Approval of Vouchers
President Frangello-Anderson invited discussion, to which there was none.

COMMISSIONER NEUFFER MOVED TO APPROVE THE VOUCHERS. COMMISSIONER ZAPUTIL SECONDED THE MOTION. MOTION CARRIED (5-0).

5. REPORTS

a.) Commissioners Reports

Commissioner Neuffer reported that she attended the "Evening in the Park" event in July, where she handed out many copies of the Pool's program schedule, while answering questions for the other people in attendance. She said one such attendee suggested the TPMPD acquire and install a swimsuit dryer in the facility.

Commissioner Gengler reported that she met with Richard Rabe and Kristine Selleck about how to do updates to the TPMPD website and that she plans to schedule a future meeting with Mr. Rabe and Kim McCoy about computer system issues. She reported that the website is currently up-to-date.
She said she attended the programmed event in August, remarking that it went very well.
She said she recently received information about a "pool club" that formed in Milwaukee, Wisconsin.
She said she attended the Marketing Committee meeting and Finance Committee meeting, both of which were very productive.

Commissioner Myers had no report. She asked Commissioner Neuffer how well the "Evening in the Park" event succeeded without tables. Commissioner Neuffer replied, "Even better, because people had to walk around, mingle and meet other people."

Commissioner Zaputil had no report.

President Frangello-Anderson had no report.

b.) Operations Report

Director of Aquatics Operations Michelle Simpson reported about staffing updates, saying Assistant Manager Jessica Stiles is overseeing the swim lessons program and is a very kind and observant lifeguard.
Simpson reported that Assistant Manager Kim McCoy will be helping with the website, and he is involved with reviewing several training manuals pertinent to his position.
Simpson reported that Head Lifeguard Samantha LaCoste has been put in charge of cleaning supplies and preparation of a cleaning schedule, and received guidance on keeping staff cleaning during their "down time."
Simpson said she is working on a new Employee Orientation document for lifeguards, and is making sure every new employee "shadows" a more experienced employee as a way to mentor new lifeguards.
Simpson said LaCoste will be helping with events.
There will be a new requirement for the lifeguards to watch Red Cross lifeguard videos for refresher and checklist purposes.
Simpson reported in detail about the "In-Service" cleaning day on September 1st.
Simpson reported that the revenue received in September is something she is very proud of, with fully attended swim classes, necessitating turning some people away due to lack of open spaces.
Commissioner Gengler asked about the Miscellaneous Revenue line-item on page 22 of the budget, and concluded that bookkeeper Kristine Selleck should be asked for further explanation about this for clarification.
Simpson remarked that she would like to see Rec 1 improved ("fixed") as a software platform because patrons are reporting their frustration with their classes being filled up with new people. "Rec 1 knows I'm not happy with how Scholarships are handled. There's got to be a better system," she said.
Commissioner Zaputil asked about swim class attendance, to which Ms. Simpson said online registration is going well, but there are some instances where some online registrants get stuck, but then later they fix their problem. Simpson said she wants Rec 1 to fix this problem so it doesn't happen anymore.
Commissioner Zaputil said she noticed that Pass sales are down, but General Admission is way up, asking why this is happening – perhaps people moving away, combined with new people showing up, etc. Commissioner Zaputil asked whether the Des Moines pool is impacting our attendance. Ms. Simpson replied in the affirmative.
Ms. Simpson concluded her report with information about financial payments owed to the pool by Alaska Airlines, Kennedy Catholic High School, Foster High School, the Central Area Aquatics Team (CAAT), and the overdue $8,000 owed by the Whitewater Orcas group, totaling slightly more than $32,000. Ms. Simpson said that from now on the TPMPD will require payment from groups at the time they make reservations for the pool, except the Camp Tukwilly group, because they have consistently paid on time.

c.) District Administrator Report

District Administrator Richard Rabe reported that he met with Brandon Adams of Cascade Computer Maintenance, who suggested replacing the Broadview T1 connection with a WiFi hotspot to save money.

Rabe reported meeting with Pat Lipscomb, a service technician sent by Ricoh at Michelle Simpson's request, who offered to reprogram the copier's scan-to folders and suggested setting up secure printer functionality by creating user passwords and accounts to prevent unauthorized usage of the printer/copier. Commissioner Gengler said, "we should be able to pull up a report of what was printed," and that initiating secure passwords is a good idea. Mr. Puki asked whether employees now have unique passwords, to which Mr. Rabe answered, "not yet." Ms. Simpson said Ricoh promised to send a copy of our contract with the technician, but Lipscomb said he did not have a copy because he is "only a repair, cleaning, and routine maintenance" kind of guy, who has nothing to do with programming or the business aspects of Ricoh's machines.

Mr. Rabe concluded his report by reminding the Board that he is scheduled to attend Public Record Act and Records Retention training at the Lakewood City Hall on September 14, 2017.

d.) Financial Report

President Frangello-Anderson asked about the negative-value line item on page 27 of the budget, to which Commissioner Gengler explained that those items only appear as negative values temporarily because they reside in a "sweep account" that is used for funds transfers. President Frangello-Anderson also asked about the carry-over transfer activity on page 36, to which Commissioner Zaputil explained that this is because the large transfers of the funds from King County comes in April and October, so in other months it will appear as a negative number.

President Frangello-Anderson suggested that perhaps it would be beneficial to ask Kristine Selleck to attend Board of Commissioners regular meetings so she can answer bookkeeping questions. President Zaputil responded that that the Finance Committee must report back with answers.

President Frangello-Anderson asked about the $1,100 credit card charge from the renewal for Rackspace and OfficeCloud, and whether this is an annual amount we are being charged. Commissioner Gengler said yes.

Mr. Puki asked whether the negative $30,000 amount on page 42 is due to the difference between net revenue and tax receipts being used to fill that gap? Commissioner Zaputil said, "Yes, although that's just [what occurred] in July."

e.) Tukwila Pool Advisory Committee (TPAC) Report

Commissioner Gengler reported that she was able to attend the last TPAC meeting, and said she is concerned about the possibly perceived or expectation of formality by prospective TPAC members, and that this may act as a barrier to people who would like to attend or join TPAC, due to the burden of the application process.

Aaron Shipman said the meeting was not an official meeting due to the absence of a quorum. President Frangello-Anderson said she will not be able to attend on September 16, 2017, and Commissioner Myers said she would be happy to fill-in for President Frangello-Anderson by attending on that date.

6. BUSINESS ITEMS

Presentation by Gene Achziger concerning a grant of funding from Kaiser Permanente

Mr. Achziger reported that $20,000.00 will be granted to the Tukwila Pool Metropolitan Park District by the Kaiser Permanente (KP) healthcare and health insurance company to create a program of free or reduced cost swim lessons and lifeguard instruction and certification for district patrons. Mr. Achziger gave detailed accounts of the history of his efforts in writing the grant application, KP's goals for the funds, how the original grant was to be used by the Mount Rainier Pool (MRP) in Des Moines, WA, and that the original amount of $25,000.00 was reduced after $5,000.00 was already used by MRP previously. Achziger said the TPMPD is free to utilize the funds at its own discretion with certain stipulations put on the allocation by KP and that the funds transfer must be handled by a "pass-through" process, using a non-profit, 501(c)(3) organization as an intermediary transaction facilitator, which he identified as Stillwater. Achziger credited Cheryl Ross of Pacific Middle School for her efforts in bringing the grant to fruition. Much discussion ensued concerned with administrative, marketing, and overhead costs that will be realized as the fund in used, and Commissioner Zaputil asked whether there might remain room for future discussion about reallocating the funds to better align with the TPMPD's Vision and Mission directives vis-à-vis the 40%/40%/20% split of funds between swim lessons, lifeguard training and administrative and marketing costs. Ms. Simpson said that present staffing levels are likely insufficient to cover the additional activity, and that the cost of hiring staff must be considered when calculating the budget for administering the KP grant program. Mr. Achziger answered many questions about the intent of KP in giving the grant, the length of the program, the intended targeted population groups, the goals he wants to see adopted for the program, and various details about the logistics and scheduling for implementing a program with this funding. Mr. Puki asked how the program would affect Tukwila taxpayers and Tukwila Pool patrons in view of the regional aspect of drawing participation from other nearby areas like Kent, Renton, Des Moines, South Seattle and Burien. Mr. Achziger responded by saying he foresees a potential for future donations or funding grants being solicited and received to keep the swim lessons and lifeguard training program ongoing, and assuring that Tukwila taxpayers will not be negatively impacted at all because the funding is entirely separate from tax monies already received that are devoted to serving the residents of Tukwila. Commissioner Gengler commented that, "We're all on the same page here. We all want to see more kids learning how to swim, and we have to be careful about how we pay for this, because we don't want to over-promise and then come up short." Mr. Achziger concluded his presentation by encouraging the TPMPD Board to expedite the facilitation of the program and future meetings between Ms. Simpson, Mr. Achziger, Victoria Garcia of Kaiser Permenente, and between Ms. Simpson, Mr. Rabe and Mr. Achziger was agreed upon, where they will solidify the details of the scholarship program, as well as the marketing and administrative activities that will need to begin soon. Commissioner Zaputil suggested the determination of eligibility be set according to patrons' zip code, and she

emphasized that the program must be administered fairly, communicated clearly, and with equal treatment for all applicants. Commissioner Neuffer suggested the Aqua Guard program for lifeguard training be open to applicants on a regional basis due to the difficulty in recruiting and hiring new lifeguards.

Old Business

President Frangello-Anderson introduced a red-text draft and a red-line version of the Tukwila Pool Employee Handbook were presented to the Board of Commissioners. The Commissioners agreed to review the suggested changes in preparation for full discussion at the October Board of Commissioners Regular Meeting.

COMMISSIONER GENGLER MOVED TO APPROVE RESOLUTION 2017-03, TO ADOPT A REVISED SET OF AUDITING OFFICERS, TO INCLUDE RICHARD J. RABE AS DISTRICT ADMINISTRATOR, ALAN DANCE AS THE CPA FOR THE TPMPD, AND ALL FIVE TPMPD COMMISSIONERS AS AUTHORIZED SIGNERS FOR VOUCHER APPROVALS. AN ACCOUNTS PAYABLE AUTHORIZED SIGNATURE FORM, AS AMENDED, MUST BE MAILED TO THE KING COUNTY ACCOUNTS PAYABLE OFFICE, 401 5TH AVENUE, ROOM 323, SEATTLE, WASHINGTON, 98104, UPON COMPLETION OF SIGNATURES ADOPTION THE MOTION WAS SECONDED BY COMMISSIONER ZAPUTIL AND CARRIED UNANIMOUSLY (5-0).

New Business

President Frangello-Anderson introduced a proposal to hold a Commissioners Retreat, scheduled for September 30, 2017, from 10:00 a.m. to 2:00 p.m. at the Valley View Branch of the King County Library System, 17850 Military Road, Seatac, WA 98188. The Board unanimously agreed to this date and committed to attending. No official action can be taken during the retreat, and the goal is to discuss the roles and responsibilities of the Board of Commissioners members going into the new year 2018.

7. MISCELLANEOUS

Commissioner Zaputil requested Board approval for a one-time spending authorization to cover the costs of sending some Commissioners and staff, four total, to attend the "Financial Essentials Workshop" training session sponsored by Municipal Research and Service Center (MRSC), conducted at the DuPont City Hall Council Chambers, DuPont, Washington, 1700 Civic Drive, Dupont, Washington 98327, on Wednesday, November 1, 2017. She said the registration will be $95 per person. Covered topics will include help with Annual Budget Drafting, Annual Reporting, How to Assess and Improve Upon Internal Controls, Accounting Reporting and Accounting Compliance Issues, which are all key requirements of the Open Public Meetings Act (OPMA).

COMMISSIONER GENGLER MOVED TO APPROVE AN EXPENDITURE FOR ATTENDANCE AT THE MRSC FINANCIAL ESSENTIALS WORKSHOP ON NOVEMBER 1, 2017. SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

Commissioner Neuffer recommended obtaining a timer for Board Meetings to control time usage. Commissioner Gengler said she already has one that can be used and offered to bring it. President Frangello-Anderson said Commissioner Neuffer's research resulted in finding a timer with remote capability that costs $75. Commissioner Neuffer said we should get one capable of being set for increments other than five minutes.

Commissioner Gengler thanked to President Frangello-Anderson for obtaining pumpkins for the upcoming "Pumpkin Plunge" event to be held in October, and for her "awesome leadership at the Marketing Committee."

8. EXECUTIVE SESSION

None

9. ADJOURNMENT

MOVED COMMISSIONER MYERS TO ADJOUN, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (5-0).

The meeting concluded at 9:10 p.m.

_____ _____

Christine Neuffer, Clerk of the Board of Commissioners Date:

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/11/2017
Total Amount: $694.93
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170907101116.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	09/7/2017		9-7-17
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

Printed On Thursday, September 7, 2017 at 10:12:31 AM

10/09/2017 10

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170907101116.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC.			13784	08/10/2017	$165.00	SERVICE DATE: 08/08/2017 MONTHLY SERVICE AGREEMENT AT PWR
CASCADE COMPUTER MAINTENANCE, INC.			1072955	08/28/2017	$286.47	SERVICE DATE: 08/23/2017 DISTRICT ADMIN MEETING FOR SECURITY SETTINGS/FUNCTIONALITY OF NETWORK, MALWARE SCANS ON MACHINES
COMCAST BUSINESS			20170828	08/28/2017	$164.88	SERVICE DATES: 09/08/2017 - 10/07/2017 BUSINESS CABLE AND INTERNET
GDM PRIVATE FINANCIAL SOLUTIONS			57222	07/31/2017	$75.00	CPA SERVICES: 07/25/2017 TRANSFER FUNDS
RICHARD RABE			20170830	08/30/2017	$3.58	PURCHASE DATE: 08/28/2017 RED PENS (10), HIGHLIGHTERS (5), NOTEBOOKS (3)

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/18/2017
Total Amount: $16,760.88
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170911100040.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	09/12/2017		09/12/2017
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

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Date Processed: _____

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170911100040.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALL PURPOSE DOOR REPAIR, INC.			23902	09/05/2017	$3,275.11	SERVICE DATE: 09/01/2017 REMAINING BALANCE FROM 06/30/2017 BID - DOOR ALARM AND DEVICE REPAIRS
CITY OF TUKWILA			MB-02649	08/29/2017	$10,121.48	BILLING DATE: SEPTEMBER/2017 CITY BRIDGE LOAN PAYMENT
MCKINSTRY CO LLC			1655117	08/22/2017	$389.40	SERVICE DATE: 08/14/2017 BOILER REPAIR
MCKINSTRY CO LLC			1715217	08/30/2017	$1,345.85	BILLING PERIOD: JULY PREVENTITIVE MAINTENANCE SERVICE BILLING PER CONTRACT - HVAC
REC-1			REC1-011774	09/01/2017	$210.04	SERVICE DATES: 08/01/2017 - 08/31/2017 REVENUE PROCESSING SOFTWARE
SNURE LAW OFFICE, PSC			20170901	09/01/2017	$1,219.00	SERVICE DATE(S): 08/10/2017 RE: SINGLE GENDER SWIM ISSUES, 08/18/2017 RE: MILITARY LEAVE OBLIGATION, 08/22/2017 RE: MILITARY LEAVE FOLLOW UP
WASHINGTON STATE PATROL			I18001533	09/06/2017	$200.00	SERVICE DATES: AUGUST 2017 BACKGROUND CHECKS SUBMITTED BY TPMPD

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/22/2017
Total Amount: $8,462.87
Control Total: 12
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170918113457.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

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Date Processed: _____

Printed On Monday, September 18, 2017 at 11:35:40 AM

10/09/2017 14

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170918113457.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			34075647	08/31/2017	$91.80	RENTAL PERIOD: 08/01/2017 - 08/31/2017 CARBON DIOXIDE CYLINDER RENTAL
AIRGAS NATIONAL CARBONATION			34084637	09/01/2017	$227.74	DELIVERY DATE: 09/01/2017 CARBON DIOXIDE LIQUID BULK
AQUATIC SPECIALTY SERVICES, INC.			13844	08/18/2017	$1,424.15	SERVICE DATE: 08/18/2017 EQUIPMENT SERVICE: INSTALLATION OF HAND RAIL WEDGES AND PLATES
AQUATIC SPECIALTY SERVICES, INC.			13781	08/10/2017	$1,060.95	SERVICE DATE: 08/08/2017 EQUIPMENT SERVICE CHLORINE FEEDER AND POOL CHEMICALS
AQUATIC SPECIALTY SERVICES, INC.			14000	09/13/2017	$3,026.11	SERVICE DATE: 09/01/2017 EQUIPMENT SERVICE: DE GRIDS CHANGE OUT FOR POOL
AQUATIC SPECIALTY SERVICES, INC.			14014	09/15/2017	$165.00	SERVICE DATE: 09/12/2017 MONTHLY SERVICE AGREEMENT AT PWR
AQUATIC SPECIALTY SERVICES, INC.			14015	09/15/2017	$770.00	DELIVERY DATE: 09/12/2017 POOL CHEMICALS
BROADVIEW NETWORKS			17373607	09/09/2017	$466.59	SERVICE DATES: 08/09/2017 - 09/08/2017 LINE CHARGES, FEATURES & FEES USAGE, TAXES AND SURCHARGES
RICHARD RABE			20170908	09/08/2017	$8.25	PURCHASE DATE: 09/05/2017 OFFICE SUPPLIES
RICOH USA, INC.			99358291	09/05/2017	$324.53	BILLING PERIOD: 08/30/2017 - 09/29/2017 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
VALLEY VIEW SEWER DISTRICT			20070901	09/01/2017	$57.00	SERVICE DATES: 08/01/2017 - 08/31/2017 UTILITIES SEWER
WALTER E NELSON CO.			615731	09/08/2017	$840.75	SHIP DATE: 09/07/2017 JANITORIAL SUPPLIES

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/02/2017
Total Amount: $11,898.83
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170926100729.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
[signature]	09/27/2017	[signature]	9/27/17
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170926100729.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			34091451	09/08/2017	$70.90	DELIVERY DATE: 09/08/2017 CARBON DIOXIDE LIQUID BULK
CITY OF TUKWILA			MB-02664	09/14/2017	$10,121.48	BILLING DATE: OCTOBER/2017 CITY BRIDGE LOAN PAYMENT
GDM PRIVATE FINANCIAL SOLUTIONS			57438	08/31/2017	$300.00	CPA SERVICES: AUGUST 2017 - CONSULTING SERVICES
SEATTLE CITY LIGHT			20170919	09/19/2017	$1,359.90	SERVICE DATES: 08/16/2017 - 09/18/2017 UTILITIES ELECTRIC
STATE AUDITOR'S OFFICE			L121833	09/13/2017	$46.55	SERVICE DATE(S): MARCH 2017 CITIZEN'S REFERRALS

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Michelle Simpson, Director

DATE: October 9, 2017

SUBJECT: **September Pool Operations Report**

STAFF UPDATES: My staff are amazing right now and really do a great job! I am short staffed which is causing me to guard about 20 hours a week right now to stay afloat. Jessica taught a Lifeguarding class this month but those in it do not live close enough to work here. I am still advertising on Indeed and have gotten people interested but they aren't certified and couldn't make this last LG class. We are offering another class in November and info is on our website and on facebook. I have contacted Kent Meridian pool and they too are hurting for guards and don't have any to share with me. I already share 2 so I am thankful for those 2! We had Septembers lifeguard inservice on September 29th. We practiced CPR, water rescues and trained staff about front desk and rec one, including swim lesson registration. Lifeguards work the front desk until 3pm, then front desk staff come in.

PROGRAM REPORT

Swim Lessons-Please note that revenue in September of 2016 can't be compared to revenue in 2017 because last year they took registration for October sessions at the end of Sept. We started registration for October lessons this year on October 2nd. I ran the numbers and we had 141 participants this September and last September they had 112. So our numbers are higher! That is around 5 full classes more than last year. I am proud to say that about 75% of our classes fill up the first day of registration each month.

Rentals- I have gotten payments this week and now White Water's account has been closed out! CAAT paid off their account totaling $6,467.19 (white water did make a payment in September of $1,000 on their own behalf). In addition, CAAT paid their balance for September of $2,803 and Kennedy paid $12,472.50 for the girls swim team and boys' water polo team. These totals will be in October's report, I just wanted you to be aware that we took in a good bit of money this week from rentals.

Facility Update

-We had an unplanned power outage on September 25th when a transformer blew down the street. This power outage caused our Variable Flow controller to go out. We will need to get it replaced and I am waiting on a quote from Aquatic Specialties.

-Last week of September we had 3 days of kids throwing up in the pool during lessons time. We had to give credits to a bunch of accounts that week, including rentals. Most of those credits will affect Octobers income. (power outage caused a bunch of credits as well)

-The CO2 tank we lease from Airgas blew blew a fuse and was not operational for a few weeks. Airgas sent loaner tanks out, and mailed me a fuse that I replaced. We relied on the muriatic acid to keep our PH under control in the meantime.

-The handicapped shower on the women's side has caused a plumber to come out numerous times on their dime (same issue we had them repair earlier this summer). I am hopeful that this last time was a charm…fingers crossed.

Future important dates:
Sunday, October 15th scheduled power outage from Seattle city lights- pool closed
Saturday October 21st Pumpkin Plunge Volunteers needed!!!
Tuesday October 31st Halloween night front desk will pass out candy and free swim passes to any trick or treaters!

ATTACHMENTS

1. Operational Comparison Report
2. Rec 1 Revenue report
3. Rec 1 Membership Check-In report
4. Rec 1 Point of Sale report

Revenue Report for September 2017 TPMPD Board Meeting

July & August Monthly Comparison

Category	July 2016	July 2017	August 2016	August 2017
Merchandise Sales (Taxable)	$ 290.54	$ 499.59	$ 481.87	$ 403.07
Merchandise Sales (Non-Taxable)	$ 193.75	$ 490.82	$ 217.75	$ 524.07
Pass Sales	$ 2,237.59	$ 1,806.98	$ 1,876.67	$ 1,459.08
Lifeguard Classes	$ -	$ -	$ -	$ -
Other Fees (Red Cross Pass Thru)	$ -	$ -	$ -	$ -
Facility Rental (short-term)	$ -	$ 355.45	$ 99.55	$ 1,215.00
Equipment (Locker) Rental	$ -	$ -	$ -	$ -
Facility Rental (long-term)	$ 1,007.50	$ 1,444.25	$ 9,688.00	$ 277.00
Cash Donations	$ -	$ -	$ -	$ -
Other Misc. Revenue	$ -	$ (1.00)	$ (20.00)	$ 143.01
General Admission	$ 5,153.13	$ 6,202.36	$ 4,449.94	$ 4,734.21
Special Events	$ 24.66	$ 48.27	$ 120.56	$ 99.09
Swim Classes/Instruction	$ 10,869.50	$ 10,733.35	$ 5,685.50	$ 10,983.75
Exercise Classes	$ 60.00	$ 70.00	$ 106.00	$ -
Sales of Capital Assets	$ -	$ -	$ -	$ -
Scholarship Usage	$ 1,694.50	$ 693.00	$ 2,491.50	$ 264.00
Free Pass Usage	$ -	$ -	$ -	$ -
Gift Certificate Usage	$ -	$ -	$ -	$ -
Tax	$ 741.56	$ 872.53	$ 681.16	$ 790.74
Total:	$ 22,272.73	$ 23,215.60	$ 25,878.50	$ 20,893.02

Run On 09/01/2017 01:55 PM

Run By TPMPD Bookkeeper

From 08/01/2017 12:00 AM

To 08/31/2017 11:59 PM

Payment Types Cash, Check, Credit/Debit

General Ledger Summary

	GL Type	GL Code	Cash	Check	Credit/Debit	GL Debit	GL Credit	GL Net
1.	Revenue	341.70.10: Sale of Merchandise (Taxed)	$291.71	$0.00	$111.36	$1.82	$404.89	($403.07)
2.	Revenue	341.70.20: Sale of Merchandise (Untaxed)	$460.82	$0.00	$63.25	$3.50	$527.57	($524.07)
3.	Revenue	347.30.10: Pass Sales	$147.27	$107.27	$1204.54	$0.00	$1,459.08	($1,459.08)
4.	Revenue	362.40.10: Facility Rentals-Short Term	$400.00	$261.82	$553.18	$0.00	$1,246.82	($1,246.82)
5.	Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	$197.00	$0.00	$80.00	$0.00	$278.00	($278.00)
6.	Revenue	374.30.20: General Admission	$3553.18	$10.91	$1170.11	$28.18	$4,762.38	($4,734.20)
7.	Revenue	374.30.20: Special Events	$48.19	$0.00	$50.90	$0.00	$99.09	($99.09)
8.	Revenue	374.60.10: Swim Classes and Instruction	$1414.75	$117.00	$9419.00	$232.00	$11,359.25	($11,127.25)
9.	Liability	369.00.10: Account Credit	$0.00	$0.00	$0.00	$212.50	$0.00	$212.50
10.	Liability	386.11.00: Tax	$443.83	$38.00	$308.91	$3.00	$796.92	($793.92)
11.	Asset	111.10: Deposit Account	$0.00	$0.00	$0.00	$20,721.50	$268.50	$20,453.00
			$6,956.75	$535.00	$12,961.25	$21,202.50	$21,202.50	$0.00

Totals for General Ledger Summary

$6,956.75	$535.00	$12,961.25	$21,202.50	$21,202.50	$0.00

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Run By TPMPD Bookkeeper

From 08/01/2017 12:00 AM

To 08/31/2017 11:59 PM

Check-In Summary by Membership

	Membership Name	Total Check-Ins
1.	1 Month Memberships 1 Month Adult	186
2.	1 Month Memberships 1 Month Family (2 Adults & Children)	1
3.	1 Month Memberships 1 Month Youth/Veteran/Senior	99
4.	10 Visit Memberships 10x Adult	53
5.	10 Visit Memberships 10x Youth/Veteran/Senior	177
6.	10 Visit Memberships Adult Non-Resident	3
7.	10 Visit Memberships Adult Resident	5
8.	10 Visit Memberships Youth/Veteran/Senior Resident	2
9.	3 Month Memberships 3 Month Youth/Vet/Senior	117
10.	Annual Memberships 1 Year Adult	39
11.	Annual Memberships 1 Year Youth/Vet/Senior	240
12.	Annual Memberships Employee Family Pass	14
13.	Annual Memberships Youth/Senior Non-Resident	7
14.	Annual Memberships Youth/Senior Resident	12
15.	Exercise Pass 10 Visit 10x Exercise Adult	15
16.	Exercise Pass 10 Visit 10x Exercise Veteran/Senior	9
17.	Legacy Memberships Punch Passes	7
		986
Totals for Check-In Summary by Membership		
		986

Run On 09/01/2017 01:59 PM
Run By TPMPD Bookkeeper
From 08/01/2017 12:00 AM
To 08/31/2017 11:59 PM

POS Summary Report

	Item Description	Quantity	Total
1.	POS Item: Adult (18-54) NON-Resident	178	$647.53
2.	POS Item: Adult (18-54) Resident	217	$789.19
3.	POS Item: Corn Nuts	102	$154.50
4.	POS Item: Corn Nuts - staff	5	$3.75
5.	POS Item: Gatorade	62	$84.43
6.	POS Item: Gatorade - staff	10	$6.80
7.	POS Item: Late Night NON-Resident	13	$23.63
8.	POS Item: Late Night Resident	26	$47.29
9.	POS Item: Meat Stick	100	$150.00
10.	POS Item: Meat Stick - staff	28	$21.00
11.	POS Item: Neighborcare Health	15	$27.29
12.	POS Item: Nuts	60	$45.00
13.	POS Item: Nuts - staff	19	$9.50
14.	POS Item: Semi-Private Swim Lessons - Resident	2	$80.00
15.	POS Item: Senior (55+) NON-Resident	106	$289.29
16.	POS Item: Senior (55+) Resident	130	$354.74
17.	POS Item: Shower	23	$41.85
18.	POS Item: Special Events Resident	5	$13.65
19.	POS Item: Swim cap, silicone	10	$90.91
20.	POS Item: Swim Diaper	3	$5.45
21.	POS Item: Swim Goggles	23	$146.33
22.	POS Item: T-Shirt	1	$13.64
23.	POS Item: Tiger Bar	39	$39.00
24.	POS Item: Tiger Bar - staff	4	$2.00
25.	POS Item: Trail Mix	8	$13.50
26.	POS Item: Trail Mix - staff	26	$19.50
27.	POS Item: Veteran NON-Resident	1	$2.73
28.	POS Item: Vitamin Water	22	$40.04
29.	POS Item: Vitamin Water - staff	19	$17.29
30.	POS Item: Water	44	$44.00
31.	POS Item: Water - staff	41	$20.50
32.	POS Item: Youth (3-17) NON-Resident	278	$758.09
33.	POS Item: Youth (3-17) Resident	674	$1,838.01
		2294	$5,840.43
Totals for POS Summary Report			
		2294	$5,840.43

TPMPD District Administrator's Monthly Report to the BoC

October 9, 2017

Tech Issues:

Remote access for Commissioners, CCM = 3 hours set up cost @$86/hr., gotomypc.com = $20/mo. Kim McCoy also said this is something he can accomplish.

Ricoh Contract - is in hand and being reviewed, as time allows. Kristine Selleck was having trouble with photocopying the check from Kennedy Catholic High School, research is being conducted to resolve this issue. As the Ricoh contract is scheduled to end in March 2018, a review and discussion will need to be scheduled.

On October 3rd, Cascade Computer Maintenance fixed our server disconnection problem, re-labelled the copy machine scan folders, and created scan-to-email folders for the Commissioners, staff and crucial personnel.

Public Records:

Archival Work - Mike Saunders, WA Sec. of State, Archivist, Bellevue – call in, expecting return call. An inspection and cursory review of the boxes and documents in the basement was begun. Review of those documents by, and consultation with the Board of Commissioners is needed.

Intergovernmental Issues:

WCIA delegate form to be signed 10-9-2017 by President Jeri Frangello-Anderson and Richard J. Rabe.

Training Sessions:

Oct. 20 WCIA Full-Board meeting, Seatac, WA, I'm registered to attend (free), 9:00 a.m. to 1:00 p.m.

Nov. 1 MRSC Financial Workshop in Dupont is paid for four (Ellen, Vanessa, Michelle and Richard) to attend 8:30 a.m. to 4:00 p.m.

Nov. 29 BARS training in Renton, registration for DoAO and DA (free) to attend, 1 to 4 p.m. Brittany Wallace, Audit Intern, is the contact person in Olympia, (360) 725-5339. Status: Completed.

OPMA & OGTA webinars, will be done online as time allows.

Kaiser Permanente Grant:

Progress in 501(c)(3) transfer through Stillwater, $1,000 requested (half off). Michelle and I will begin drafting the revisions to the scholarship application form as soon as details are agreed upon by the BoC regarding costs being charged to patrons and what offers will be made to the public.

Finance Issues:

Bi-annual audit begins 10-10-2017, Ms. Brandi Breaux will arrive in the afternoon. The TPMPD CPA Alan Dance was contacted, who will provide support as needed.

Levy Estimate – A preliminary amount was received from King County Assessor's office, updates should commence when Helen Gantz adds me to her listserv roster. Status: Completed.

I called Vicky Brotherton for update about Authorized Signature form, when will it go into effect? Voice mail message left. Status: Completed. Authorization is now in effect.

Our purchasing VISA card was received from U.S. Bank, registered over the phone, and is now activated for immediate use.

If the Board is going to decide to end the Broadview contract services, a discussion of those issues will need to be scheduled.

Policy Issues:

Drug Testing -- U.S. Healthworks' Kelly Morris has responded. Many details to present to the Board. A separate report will be made next week (or at the BoC meeting if the Commissioners so prefer). Her estimate of $59 per test, for 5-drug testing, was given preliminarily. Morris said that any volume discount is unlikely to be offered by them due to our small size. They offer 5-, 7- and 10-drug testing. As their primary focus is in providing rehabilitation services for employees that were injured on-the-job, Morris said there might be a rate-discount if we had a contract with USH for rehab services.

Paid Sick Leave -- Michelle and I are scheduled to continue work on the sick-leave policy draft language on Oct. 19th, after the State Regulators release their findings and recommendations on October 17th.

Service to the Board:

The 9-11-2017 meeting minutes are drafted and sent out for review by the BoC.

Andrew LaRue and Kathleen Onih of the Valley View Sewer District have confirmed that, "There is no concern about the auto alarm set if TPMPD leaves before 11:00 p.m. The alarm will set at 11:00 p.m."

Overview of New Washington Paid Sick Leave Statute

In November 2016, voters in Washington approved a new law requiring employers to provide paid sick leave to employees beginning on January 1, 2018. While many employers already provide more paid sick leave than what the new law will require, certain elements of the law will likely require modifications to existing policies, labor contracts and practices. It should be noted that the Department of Labor & Industries has developed proposed regulations to implement this law, and held hearings in August 2017 around the state to accept comments on those draft regulations. It is therefore possible that the final regulations may be changed before the implementation date. Below is a summary of the major components of the new law and proposed regulations as currently written, followed by some practical considerations for employers to consider as the effective date approaches.

Primary Elements of the Paid Sick Leave Law

- Employer Coverage: The law applies to all employers, public and private, regardless of size.

- Employee Coverage: The statute uses the same definition of "employee" as the Minimum Wage Act. That means that part-time and temporary employees will be entitled to paid sick leave, which may require modifications to existing policies and contracts. Employees in positions that are exempt from overtime requirements would be excluded from coverage under the paid sick leave laws. Employers may certainly choose to provide the same sick leave benefit to all employees regardless of exempt status, but only the non-exempt employees will have a statutory right to paid sick leave.

- Accrual: Employees must accrue at least 1 hour of paid leave per 40 hours worked. That translates to 52 hours (or 6.5 days) for an employee working 2080 hours per year. There is no cap on accrual, which means that an employee working significant overtime hours will accrue additional paid sick leave. An employer may "front load" the sick leave rather than accruing based on hours worked as long as the practice meets or exceeds the statute's requirements.

- Effect of PTO Policies: Employers with PTO policies in lieu of paid sick and vacation may satisfy the paid sick leave requirements via a PTO program, provided that it complies in every way with the paid sick leave law.

- Waiting Period: Employees are entitled to begin accruing paid sick leave immediately upon hire, although employers can impose a waiting period of up to 90 days before an employee can begin using any accrued sick leave.

- Carryover: Employees are entitled to carry over up to 40 hours to the following year. "Year" can be a calendar year, fiscal year, benefit year or other fixed 12-month period established by the employer. Under many existing employer policies, there is simply a maximum accrual rather than an annual carryover limit. It is likely that such practices will need to be modified to allow employees to accrue paid sick leave beyond the maximum to comply with the new law. For example, an employee who reached the maximum accrual under the employer policy would be entitled to continue accruing 1 hour of leave per 40 hours worked in accordance with the statute.

- Use of Accrued Leave: Employees may use leave for the following reasons:

    - Employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care. It is not clear how the new law will impact existing policies that limit an employee's use of sick leave while the employee is also receiving time loss payments through workers compensation. The Department of Labor & Industries will likely need to address this issue in a future guidance document.

    - Employee's care for a family member with illness, injury or health condition; care for family member who needs medical diagnosis, care or treatment; care for family member who needs preventive medical care. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent) and regardless of age or dependency status; parent, whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child; spouse or registered domestic partner; grandparent; grandchild; or sibling. Note that the family member's health condition need not be "serious" or an emergency, as under the existing Family Care Act requirements. Therefore, many employer policies will need to be modified to broaden the ability to use paid sick leave to care for family members.

- Employee's place of business has been closed by order of public official for any health-related reason, or where employee's child's school or day care is closed for such a reason.

- Absences covered by the Domestic Violence/Sexual Assault/Stalking leave statute.

- Usage Increments: Employers must allow employees to use accrued leave in increments of no more than an hour, provided that if an employer's payroll system uses smaller timekeeping increments (such as 15 minutes), employees must be permitted to use sick leave in those smaller increments. The purpose of this rule is to prevent an employer from requiring an employee to use more sick leave than he/she actually needs. An employer may seek a variance from this particular requirement where it can demonstrate to the Department of Labor & Industries that there is good cause to use longer increments. For example, if the nature of the work requires an employer to call in a substitute worker for a minimum amount of time, that may support a request for a variance.

- Notice: An employer may require "reasonable notice" of an absence, as long as notice does not interfere with use of leave. For foreseeable absences, the employer can require an employee provide notice at least 10 days in advance, or as early as practicable. For unforeseeable absences, the employer can require an employee to provide notice as soon as possible before the scheduled start of the shift, unless it is not practicable to do so.

- Documentation: An employer may only require documentation for absences exceeding three days. Thus, there's no ability to require a doctor's note where the use of sick leave is suspicious. This is probably one of the most troubling aspects of the new law, as it will make it very difficult to address sick leave abuse and/or chronic attendance issues. In addition, even if verification is required for absences of more than three days, the verification may not result in an unreasonable burden or expense to an employee. Draft regulations establish a process to address situations where an employee asserts that a verification requirement would be an unreasonable burden or expense.

- Written Policy Requirements: Employers must have a written policy explaining any requirements for the following: providing "reasonable notice" of an absence; verification regarding an absence; a shared leave program; and use of frontloaded sick leave. The draft regulations state that the Department of Labor & Industries will develop sample policies that will be available on its website.

- No Adverse Consequences: Employers cannot discriminate or retaliate against employees for their use of paid sick leave. Employers may not have a policy that counts the use of paid sick leave as an absence that may lead to discipline. Thus, no-fault attendance policies must exclude absences covered by paid sick leave. The draft regulations prohibit employers from taking "adverse action" against employees who use paid sick leave, and note that adverse action includes disciplining or discharging an employee, denying the use of sick leave, reducing work hours or pay, and the like. Since the statute and proposed regulations appear to focus on adverse actions that are punitive, it may be permissible for employers to maintain or adopt policies that reward good attendance (e.g., offering an attendance bonus), even if an employee becomes ineligible for a reward due to use of paid sick leave. This is another area whether further guidance from the Department would be helpful.

- Tracking: Employers are required to provide "regular notification" to employees about the amount of paid sick leave available to them.

- Treatment Upon Separation: An employer is not obligated to cash out unused accrued leave upon separation. However, if an employee is rehired within 12 months, any leave balance that was not cashed out at 100% of its value should be reinstated; as a result, cashouts at less than 100% of value may be less attractive than allowing a cashout of fewer hours at 100%. Additionally, upon rehire, the prior employment should be counted to determine eligibility to use (e.g., the employee should not be subject to a new 90-day waiting period).

Practical Tips

There are various approaches employers may take to comply with the new law. The most common is likely to be a modification of an existing sick leave policy to conform to the new statutory requirements. For many employers, this will likely involve, at a minimum, expanding eligibility for paid sick leave to all employees (including part-time and temporary employees), expanding the reasons for which sick leave can be used and changing verification requirements to ensure that employees are not required to provide any documentation unless they have been absent more than three days. As noted, one of the biggest challenges created by the new paid sick leave law will be managing the attendance of employees who have chronic attendance problems, since an employer will have no ability to question suspicious pattern or other absences unless and until the employee is out for more than three days. Managing these attendance issues might not be too frustrating if the leave entitlement were limited to 6.5 days per year, as required by the statute. But many employers offer substantially more paid sick leave than the statute requires. If an employer relies on its existing sick leave program to comply with the statute, all of the statutory requirements – including the inability to request a doctor's note for absences of less than three days – will apply to this larger entitlement of paid leave. This is the primary drawback of modifying a current, generous sick leave policy to comply with the statute.

Another approach some employers are considering is to create separate banks of sick leave: one to comply with the new law and a second under the employer's own policy. The objective would be to limit the more onerous elements of the statute to the statutory leave bank, while the employer could establish its own requirements for the secondary sick leave bank. It is not yet clear how Labor & Industries would view such an arrangement, and there is a risk that the Department would assert that the statutory requirements apply to all paid sick leave offered by an employer, even leave in excess of what the law requires. This is another issue that will likely be addressed in future guidance from the Department.

Other strategies include either converting to a PTO policy or adopting a paid sick leave policy with the fairly limited accruals required by the statute, while increasing vacation accruals. The rationale for these approaches is that employees may be less likely to abuse sick leave if it reduces their bank of paid time available for vacation or other personal needs. These approaches are the most attractive for employers concerned about managing employee attendance, but may involve a greater undertaking than simply tweaking a sick leave policy.

Unfortunately, there is no one-size-fits-all recommendation for compliance with the new law. An employer will need to consider its existing approach to sick leave, its priorities

in managing attendance and, for some, what it would be able to negotiate with unions. If they have not done so already, employers should begin evaluating how their current policies and labor agreements must be modified to ensure compliance by the January 1, 2018 effective date – with the caveat that it may be prudent to wait until regulations are finalized. Final regulations on the central elements of the new law should be issued by Labor & Industries by October 2017. The Department is also expected to issue a sample policy and other guidance, although the timing of these resources is unknown. Additionally, the Department is working on regulations regarding its enforcement procedures (*e.g.,* how employees can pursue alleged violations, how the Department will investigate complaints), but those regulations are not likely to be finalized until December. The Department has established a website that provides information about the new law, including status updates regarding the proposed regulations (https://lni.us.engagementhq.com/).

Disclaimer: This bulletin does not provide legal advice and does not create an attorney-client relationship. If you need legal advice, please contact an attorney directly.

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	34,156.99
111.10 US Bank Deposit Acct - 8744	73,635.32
111.21 Capital Improvement Project (CIP) Fund	257,203.56
115.21 US Bank (King County) - #2969	194,039.38
US Bank Zero Balance Acct - 7414	-327.21
Total Bank Accounts	**$558,708.04**
Other Current Assets	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	0.00
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Undeposited Funds	2,140.00
Total Other Current Assets	**$2,290.00**
Total Current Assets	**$560,998.04**
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	0.00
Total Fixed Assets	**$2,063,021.99**
Other Assets	**$0.00**
TOTAL ASSETS	**$2,624,020.03**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	**1,121.83**
Total Credit Cards	**$1,121.83**
Other Current Liabilities	
231.00 Payroll Liabilities	0.00
231.70 Employee Withholdings	
231.71 Federal Tax	**0.00**
231.72 L&I	0.00
231.72.1 L&I Payable	4,953.77
Total 231.72 L&I	**4,953.77**
Total 231.70 Employee Withholdings	**4,953.77**
Total 231.00 Payroll Liabilities	**4,953.77**

	TOTAL
231.30 Uncashed Payroll Checks	0.00
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	**$4,953.77**
Total Current Liabilities	**$6,075.60**
Long-Term Liabilities	
217.10 Bond Payable	562,103.92
227.00 Bridge Loan Payable	659,217.96
Total Long-Term Liabilities	**$1,221,321.88**
Total Liabilities	**$1,227,397.48**
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	390,389.27
Retained Earnings	868,811.72
Net Income	165,656.65
Total Equity	**$1,396,622.55**
TOTAL LIABILITIES AND EQUITY	**$2,624,020.03**

Tukwila Pool Metropolitan Park District
2017 Budget - FINAL

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimated	2017 Proposed
		Notes on 2017 numbers					
1	**Unrestricted Opening Balance**		**440,537**	**247,861**	**198,375.00**	**198,375.00**	**238,546.00**
	Income						
2	General Property Tax			(14)			
3	Real and Personal Property Tax	Based on estimates provided by King County	704,395	753,195	790,492.00	797,623.00	862,277.00
4	**Total 311 General Property Tax**		**704,395**	**753,195**	**790,492.00**	**797,623.00**	**862,277.00**
5	Local Retail Sales & Use Taxes						
6	Sales Tax Collected	9.5% of taxable sales		2,707	5,738.00	5,800.00	5,453.00
7	**Total 313 Local Retail Tax**			**2,707**	**5,738.00**	**5,800.00**	**5,453.00**
8	Merchandise		2,000				
9	Taxed Merchandise	Gatorade, goggles, swimcaps, shirts, etc.		33	1,700.00	2,900.00	3,000.00
10	Untaxed Merchandise	all consumable products sold (except Gatorade)		334	700.00	1,950.00	1,900.00
11	**Total 341 Merchandise**		**2,000**	**367**	**2,400.00**	**4,850.00**	**4,900.00**
12	Cultural and Recreation						
13	Activity Fees (General Passes) Taxable			16,871	20,400.00	21,500.00	22,500.00
14	Activity Fees (General Admissions) Taxable			27,757	31,200.00	28,000.00	27,000.00
15	Activity Fees (Special Events) Taxable			480	1,800.00	1,700.00	1,600.00
16	Program Fees (Swim Classes) Non-taxable	2016 Budget did not take scholarships into account. 33% increase for 2017 subject to add'l staffing		65,808	80,000.00	63,000.00	93,000.00
17	Program Fees (Exercise Classes) Non-taxable	our portion after split with partner		1,270	1,500.00	850.00	800.00
18	Program Fees (Lifeguard Classes)	reported incorrectly in 2016			1,000.00	-	1,000.00
19	Other Fees (pass through to Red Cross)	reported incorrectly in 2016			200.00	100.00	300.00
20	**Total 347 Cultural and Recreation**		**191,800**	**112,186**	**136,100.00**	**115,150.00**	**146,200.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
21	Interest						
22	Interest Earnings			949	850.00	2,800.00	2,500.00
23	**Total 361 Interest**		**-**	**949**	**850.00**	**2,800.00**	**2,500.00**
24	Rents, Leases and Concessions						
25	Rentals (Short-Term, One Time) Taxable	Provide customer information		33,734	3,600.00	2,850.00	3,000.00
26	Equipment and Locker Rentals - Taxable			247	1,000.00	800.00	1,200.00
27	Rentals (Long-Term/Contracted) Non-taxable	Provide customer information		12,138	42,000.00	58,475.34	50,000.00
28	**Total 362 Rents, Leases and Concessions**		**54,510**	**46,119**	**46,600.00**	**62,125.34**	**54,200.00**
29	Contributions from Private Sources		30,000	312			
30	Cash Donations	Not tax deductable	1,000		250.00	250.00	250.00
31	Gifts In-Kind	Not tax deductable					
32	**Total 367 Contributions**		**31,000.00**	**312.00**	**250.00**	**250.00**	**250.00**
33	Miscellanous Income - Unapplied Cash Income	Provide customer information				-	
34	Other Miscellaneous Revenue	provide detail if used		2,752		110.78	
35	Adult Free Passes Applied	20% of those distributed				50.00	60.00
36	Youth Free Passes Applied	20% of those distributed				200.00	300.00
37	Scholarship Funds Applied	Include name of recipient	(-10,000)	1,992	10,000.00	9,958.50	10,000.00
38	**Total 369 Miscellaneous Revenue**		**(-10,000)**	**4,744**	**10,000.00**	**10,319.28**	**10,360.00**
39	Nonrevenue Transfers In						
40	Transfers In from Capital Improvement Fund			-	50,000.00	50,000.00	
41	**Total 397 Transfers-In**			**-**	**50,000.00**	**50,000.00**	**-**
42	**Total Income**		**973,705**	**920,579**	**1,042,430.00**	**1,048,917.62**	**1,086,140.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
43				Expenses			
44	**Board Expenditures**						
45	BOC Stipend	3 @ $114 per meeting x 15 meetings		-	5,000.00	1,710.00	5,130.00
46	BOC Supplies						
47	BOC Office Supplies	business cards, etc		-	250.00	56.86	100.00
48	BOC Equipment	Gavel, nameplates, etc.		-	200.00	200.00	100.00
49	BOC Meeting Food	retreat		-	250.00	191.91	250.00
50	BOC Services			5,288			
51	Consultant Fees			-	500.00	23.50	500.00
52	Transcription Services	$360 per meeting (avg.) x 15 meetings		-	3,200.00	5,432.00	5,400.00
53	Meeting Site Rental			-	1,000.00	720.00	600.00
54	Public Records Request			1,674	1,000.00	16.43	500.00
55	BOC Travel (non-development)	Mileage, ferries, parking, gas, etc.		-	200.00	-	200.00
56	BOC Development			-			
57	Travel/Transportation	For development purposes only		-	200.00	58.45	200.00
58	Tuition/Registration Fees			-	650.00	250.00	650.00
59	BOC Notices/Ads	For posting legal notices or ED position			1,000.00	812.73	200.00
60	BOC Intergovernmental Costs						
61	Election Costs	billed in 2018 for the 2017 election cycle		-	5,900.00	5,988.43	-
62	**Total 576.20.100 Board Expenditures**		**-**	**6,962.00**	**19,350.00**	**15,460.31**	**13,830.00**
63	**Executive Expenditures**						
64	Executive Salaries & Wages						
65	Wages Executive Director	(*2016 Actual includes Admin Dir for 2 months)	45,000	36,800	45,000.00	45,729.00	46,456.00
66	Other Taxable Compensation (Benefit Stipend)	(*see note above)		-	6,750.00	6,859.00	6,968.00
67	Executive Personnel Benefits						
68	Non-Taxable Benefits	Coded incorrectly in 2016					

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
69	FICA	TPMPD's contribution (6.2%+1.45%) *	2,922	2,820	3,646.00	4,023.00	4,087.00
70	Unemployment	TPMPD's contribution (5.5% up to $44K) *	-	598	912.00	2,892.00	2,420.00
71	L & I	TPMPD's contribution	2,397	285	456.00	129.00	122.00
72	Taxable Benefits (non-cash)				-		-
73	Staff Development						
74	Travel/Transportation	For development purposes only			200.00		70.00
75	Tuition/Registration Fees				500.00		500.00
76	Travel (non-development)	Mileage, ferries, parking, gas, etc.			650.00	82.42	200.00
77	**Total 576.20.200 Executive Expenditures**		**50,319.00**	**40,503.00**	**58,114.00**	**59,714.42**	**60,823.00**
78	**Shared Expenditures**						
79	Shared Salary & Wages						
80	Bookkeeper	part time (10 hrs week)			12,500.00	10,098.00	7,500.00
81	FICA	TPMPD's contribution				114.75	575.00
82	Unemployment	TPMPD's contribution				82.50	450.00
83	L&I	TPMPD's contribution				12.39	70.00
84	Shared Supplies						
85	Office/Computer Supplies (consumable)						
86	Office Supplies (consumables)		10,000	1,597	1,000.00	800.00	1,000.00
87	Printing Supplies (consumables)	Includes ink for small printer, paper, envelopes		3,891	900.00	800.00	800.00
88	Office Equipment (non-consumables)	includes sign stands, furniture, staplers, etc.		687	1,000.00	1,000.00	1,000.00
89	Computer Equipment (replacement)	replacement laptop or desktops					1,000.00
90	Shared Services						
91	IT/Computer Service			6,483	3,400.00	1,000.00	1,000.00
92	Legal Services		14,000	26,316	13,750.00	7,500.00	10,000.00
93	Communication Services			165			
94	Telephone	Century Link, Integra (no longer in use)	2,200	9,367	2,190.00	181.28	-
	Postage			603	500.00	56.00	200.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
95							
96	Website & email hosting	Rackspace & Bluehost		388	500.00	1,243.95	1,300.00
97	Internet/VoIP Phones	Broadview phone & T9 & Comcast public WiFi		2,973	7,500.00	7,750.00	7,750.00
98	Software Programs/Subsciptions (non-financial)	Office ($850), Adobe DC ($200),When to Work ($360)		30	720.00	1,433.00	1,500.00
99	Advertising/Posting Fees	For posting Aquatics Mgr. position only				300.00	200.00
100	Printing & Copying Services	For Ricoh & other non-program printing services			3,000.00	4,460.00	4,700.00
101	Bank Charges			1,576	1,800.00	2,280.00	2,300.00
102	Payroll Services				2,820.00	4,900.00	5,000.00
103	Membership Dues	include description		552	960.00	700.00	1,000.00
104	Miscellaneous Services	note how used in detail	5,200	8,822	1,000.00		500.00
105	Risk Management Services						
106	Security & Fire Alarm			4,450	4,170.00	4,000.00	4,200.00
107	Pest Control			-	800.00	655.13	700.00
108	Insurance		11,000	12,420	12,420.00	12,611.95	12,612.00
109	Fingerprinting (WSP)	$52.75 per person x 18 people + supplies				1,000.00	800.00
110	Financial Services						
111	CPA Services	Including assistance with State Audit		17,750	10,000.00	9,000.00	10,000.00
112	Software Programs (financial)	QuickBooks Online Subscription			500.00	500.00	500.00
113	Shared Intergovernmental Services						
114	External Taxes and Operating Assessments	include description		-	5,000.00	49.00	1,000.00
115	Washington Business License			-			-
116	Tukwila Business License			-			-
117	Annual Permits	King Co Health		799	800.00	593.00	600.00
118	Interlocal Agreements		79,200				-
119	State Audit	to be conducted in 2017		13,186	5,000.00		13,500.00
120	**Total 576.20.300 Shared Expenditures**		**121,600.00**	**112,055.00**	**92,230.00**	**73,120.95**	**91,757.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
121							
122	**Swimming Pool Expenditures**						
123	Swimming Pool Salaries and Wages						
124	Lifeguards	includes add'l coverage + adjusted wage rate	140,000	82,781	65,116.00	72,000.00	96,000.00
125	Instructors	includes adjusted rates + expanded swim lessons		46,289	32,642.00	40,300.00	52,000.00
126	Head Guards			50,759	43,275.00	36,115.08	-
127	Aquatics Manager		148,848	54,178	55,000.00	51,721.15	55,000.00
128	Assistant Aquatics Managers			25,564	40,000.00	36,000.00	75,000.00
129	Front Office			37,140	45,197.00	40,500.00	44,000.00
130	Overtime		5,000		-	-	-
131	Other Taxable Compensation (Benefit Stipend)			500	14,520.00	12,627.40	19,500.00
132	Miscellaneous Payroll (Garnishment)	not a pool expense				14.27	
133	Swimming Pool Personnel Benefits						
134	Non-Taxable Benefits						
135	FICA	TPMPD's contribution (6.2%+1.45%)	19,083	22,740	22,850.00	21,628.46	26,124.00
136	Unemployment	TPMPD's contribution (5.5% up to $44K)		4,824	5,712.00	15,264.84	18,178.00
137	L&I	TPMPD's contribution	15,653	2,304	2,856.00	9,000.00	9,500.00
138	Other Benefits (non-cash)		48,707				-
139	Swimming Pool Supplies						
140	Program Supplies and Equipment						
141	Exercise Classes			248	200.00	179.40	200.00
142	Swim Classes/Instruction			1,913	1,800.00	800.00	1,200.00
143	Special Events			1,430	1,400.00	1,100.00	1,400.00
144	Staff Uniforms	to cover all required uniform pieces		940	2,000.00	2,000.00	1,700.00
145	Safety Supplies Equipment			3,250	2,250.00	1,500.00	1,700.00
148	Maintenance and Repairs Supplies						
146	Pool Chemicals		7,375	9,327	10,634.00	10,100.00	11,000.00
147	Janitorial Supplies			5,501	4,400.00	5,900.00	6,000.00
149	Tools and Equipment	Include description		344	600.00	4,000.00	1,500.00
150	Landscaping Supplies			-	500.00	385.18	500.00

4/10/2017

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
153	Resale Inventory		1,500		1,200.00	3,400.00	2,600.00
154	Miscellaneous Supplies	Include description			200.00	150.00	200.00
155	Swimming Pool Services						
156	Transaction Services/Merchant Fees	Rec 1 Services, Credit Card processing fees	4,500	5,379	4,800.00	6,451.00	6,500.00
157	Translation Services			-	500.00	766.21	500.00
158	Advertising & Promotion		10,000	6,177			
159	Outreach & Marketing Services	add'l services as needed					4,000.00
160	Graphic Design	Brochures			3,000.00	990.00	2,000.00
161	Printing & Copying	For brochures, banners, etc.			4,000.00	4,000.00	4,000.00
162	Ads/Postings	pool staff & program promotion only			600.00	800.00	800.00
163	Promotional giveaways	program promotion only			1,000.00	521.67	800.00
164	Staff Development						
165	Travel/Transportation	For pool staff only		50	-		-
166	Tuition/Registration Fees	Lifeguard re-cert (staff only), mgmt training & WSI or equivalent?		391	2,250.00	900.00	4,500.00
167	Rentals and Leases						
168	Equipment	regular maintenance projects (non-CIP)	750		1,000.00	452.00	500.00
169	Facility Ground Lease	Tukwila School District	10,950	10,950	11,497.00	11,497.00	11,497.00
170	Utilities		80,000				
171	Electrical			25,719	16,000.00	15,100.00	16,000.00
172	Gas			46,558	48,000.00	47,500.00	49,000.00
173	Water			4,077	4,200.00	5,100.00	5,100.00
174	Sewer			4,169	7,920.00	1,500.00	4,200.00
175	Garbage Collection			-	900.00		1,000.00
176	Storm Drain						-
177	Other Utilities						-
178	Repairs and Maintenance Services						
	Maintenance/Janitorial Service				-		
	Landscaping/Groundskeeping Svcs						

179 180	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
181	Facility Repairs/Maintenance	non CIP	20,800	33,122	20,000.00	16,000.00	20,000.00
182	Equipment Repairs/Maintenance	non CIP		1,367	4,000.00	3,000.00	4,000.00
183	Travel (non-development)	Mileage, ferries, parking, gas, etc.			200.00		200.00
184	Miscellaneous Services						
185	Scholarship Fund (Swim Lesson Fees)			1,992	10,000.00	9,958.50	10,000.00
186	Red Cross	Certification fees for Lifeguarding classes (non-staff)			200.00	991.00	780.00
187	Aerobics Partner (pass through)						
188	Other Services	Record all misc in detail for future budgeting		1,232	1,000.00		500.00
189	Adult Free Passes	20% of those distributed				50.00	60.00
190	Youth Free Passes	20% of those distributed				200.00	300.00
191	**Total 576.20.400 Swimming Pool Expenditures**		**513,166.00**	**491,215.00**	**493,419.00**	**490,463.16**	**569,539.00**
192	Sales Tax Paid			4,729	5,738.00	5,505.00	5,453.00
193	**Total 586.00.300 Sales Tax**			**4,729**	**5,738.00**	**5,505.00**	**5,453.00**
194	Debt Service Principle						
195	City Bridge Loan (Principle)		121,458	103,601	105,692.00	105,692.00	107,826.00
196	Loans and Bonds (Principle)		113,130	99,507	93,737.00	93,737.00	96,428.00
197	**Total 591.76.300 Debt Service Principle**		**234,588**	**203,108**	**199,429.00**	**199,429.00**	**204,254.00**
198	Debt Service Interest						
199	City Bridge Loan (Interest)				15,766.00	15,766.00	13,632.00
200	Loans and Bonds (Interest)			31,479	19,393.00	19,393.00	16,702.00
201	**Total 592.76.300 Debt Service Interest**			**31,479**	**35,159.00**	**35,159.00**	**30,334.00**
202	Park Facility Improvements and New Construction						
205	CIP Supplies				25,000.00	25,917.53	
206	CIP Services	Exterior Sign			25,000.00	23,977.25	15,000.00
203	**Total 595.76.300 Park Facility Improvements (CIP)**				**50,000.00**	**49,894.78**	**15,000.00**
204	Transfers Out						
207	Transfers Out to Capital Improvement Fund		80,000	80,000	80,000.00	80,000.00	85,000.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
210	Total 597.00.300 Transfer Out		80,000	80,000	80,000.00	80,000.00	85,000.00
	Total Expenses		999,673	970,051	1,033,439	1,008,747	1,075,990
211							
212	*Opening Balance*		*440,537*	*247,861*	*198,375.00*	*198,375.00*	*238,546.00*
213	*Total Income*		*973,705*	*920,579*	*1,042,430.00*	*1,048,917.62*	*1,086,140.00*
214	*Total Expenses*		*(999,673)*	*(970,051)*	*(1,033,439.00)*	*(1,008,746.62)*	*(1,075,990.00)*
	Ending Balance		*414,569*	*198,389*	*207,366.00*	*238,546.00*	*248,696.00*
			2014 Budgeted	2015 Actual	2016 Budget	2016 YE Estimate	2017 Proposed

CIP FUND 2017
Projected Budget

		2015 Adopted Budget	2016 Adopted Budget	2016 Year End Estimate	2017 Budget
215	Unrestricted Opening Balance	$140,000	$220,000	$220,000	$250,105
216					
217	Revenues				
	Transfer in from General Fund	$80,000	$80,000	$80,000	$85,000
218					
	Expenditures		$50,000	$49,895	
219					
	Ending Balance	**$220,000**	**$250,000**	**$250,105**	**$335,105**

Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2017 BUDGET - FY17 P&L

January - August, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	483,194.69	467,277.00	15,917.69	103.41 %
313.11.00 Sales Tax Collected	5,310.94	3,637.00	1,673.94	146.03 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	1,971.92	2,000.00	-28.08	98.60 %
341.70.20 Untaxable Merchandise	2,134.01	1,400.00	734.01	152.43 %
Total 341.70.00 Sales of Merchandise	**4,105.93**	**3,400.00**	**705.93**	**120.76 %**
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	13,387.60	15,000.00	-1,612.40	89.25 %
347.30.20 Activity Fees - General Admissions (Taxable)	27,775.71	20,700.00	7,075.71	134.18 %
347.30.30 Activity Fees - Special Events (Taxable)	1,475.74	975.00	500.74	151.36 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	50,264.07	63,000.00	-12,735.93	79.78 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	254.00	540.00	-286.00	47.04 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	505.00	800.00	-295.00	63.13 %
347.90.00 Other Fees - pass through to Red Cross	105.00	250.00	-145.00	42.00 %
Total 347.00.00 Cultural and Recreation	**93,767.12**	**101,265.00**	**-7,497.88**	**92.60 %**
361.10.00 Interest and Other Earnings	3,255.55	1,660.00	1,595.55	196.12 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	5,311.60	2,000.00	3,311.60	265.58 %
362.40.20 Equipment and Locker Rentals - Taxable	775.51	800.00	-24.49	96.94 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	56,464.35	33,200.00	23,264.35	170.07 %
Total 362.00.00 Rents, Leases and Concessions	**62,551.46**	**36,000.00**	**26,551.46**	**173.75 %**
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	451.00	0.00	451.00	
Total 367.10.00 Contributions from Private Sources	**451.00**	**0.00**	**451.00**	
369.00.00 Miscellaneous Income				
369.91.00 Other Miscellaneous Income	-362.43		-362.43	
369.91.10 Scholarship Funds Applied	4,176.12	7,778.00	-3,601.88	53.69 %
369.91.20 Adult Free Passes Applied		40.00	-40.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
369.91.30 Youth Free Passes Applied	9.00	220.00	-211.00	4.09 %
369.91.40 Discounts Applied	-44.00		-44.00	
369.91.50 Gift Certificates	322.00		322.00	
369.91.90 Deposit Over/Short	9.09		9.09	
Total 369.00.00 Miscellaneous Income	**4,109.78**	**8,038.00**	**-3,928.22**	**51.13 %**
369.00.10 Unapplied Cash Payment Income	64.27		64.27	
395.10.00 Sale of Capitol Assets	272.73		272.73	
Total Income	**$657,083.47**	**$621,277.00**	**$35,806.47**	**105.76 %**
GROSS PROFIT	**$657,083.47**	**$621,277.00**	**$35,806.47**	**105.76 %**
EXPENSES				
576.20.100.00.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	3,078.00	3,420.00	-342.00	90.00 %
576.20.100.30.10 BOC Supplies - Office Supplies		60.00	-60.00	
576.20.100.30.20 BOC Supplies - Equipment	18.68	60.00	-41.32	31.13 %
576.20.100.30.30 BOC Supplies - Meeting Food	102.07	250.00	-147.93	40.83 %
576.20.100.40.10 BOC Services - Consultant Fees		500.00	-500.00	
576.20.100.40.20 BOC Services - Transcription	3,238.00	3,600.00	-362.00	89.94 %
576.20.100.40.30 BOC Services - Meeting Site Rental		400.00	-400.00	
576.20.100.40.40 BOC Services - Public Records Requests		320.00	-320.00	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		128.00	-128.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		128.00	-128.00	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		432.00	-432.00	
576.20.100.40.70 BOC Services - Notices & Ads	135.00	128.00	7.00	105.47 %
Total 576.20.100.00.00 Board of Commissioners Expenditures	**6,571.75**	**9,426.00**	**-2,854.25**	**69.72 %**
576.20.200.00.00 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	25,589.94	30,970.64	-5,380.70	82.63 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	3,607.31	4,645.36	-1,038.05	77.65 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		2,722.00	-2,722.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		1,613.00	-1,613.00	
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		82.00	-82.00	
576.20.200.40.11 Executive Services -		46.00	-46.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Development, Travel/Transportation				
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		328.00	-328.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		128.00	-128.00	
Total 576.20.200.00.00 Executive Expenditures	**29,197.25**	**40,535.00**	**-11,337.75**	**72.03 %**
576.20.300.00.00 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	7,125.45	5,000.00	2,125.45	142.51 %
Total 576.20.300.10.00 Shared Salary & Wages	**7,125.45**	**5,000.00**	**2,125.45**	**142.51 %**
576.20.300.20.00 Shared Personnel Benefits				
576.20.300.20.11 FICA		383.00	-383.00	
576.20.300.20.12 Unemployment		300.00	-300.00	
576.20.300.20.13 L & I		48.00	-48.00	
Total 576.20.300.20.00 Shared Personnel Benefits		**731.00**	**-731.00**	
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	924.05	664.00	260.05	139.16 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)	236.99	500.00	-263.01	47.40 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	**1,161.04**	**1,164.00**	**-2.96**	**99.75 %**
576.20.300.30.13 Office Equipment (Non-Consumable)	275.59	664.00	-388.41	41.50 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)	306.59	664.00	-357.41	46.17 %
Total 576.20.300.30.00 Shared Supplies	**1,743.22**	**2,492.00**	**-748.78**	**69.95 %**
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	1,366.25	800.00	566.25	170.78 %
576.20.300.40.20 Legal Services	4,601.00	6,666.00	-2,065.00	69.02 %
576.20.300.40.30 Communications				
576.20.300.40.32 Postage	49.00	200.00	-151.00	24.50 %
576.20.300.40.33 Website & Email Hosting	1,157.00	866.00	291.00	133.60 %
576.20.300.40.34 Internet/VoIP Phones	5,207.85	5,166.00	41.85	100.81 %
576.20.300.40.35 Software Programs (non-financial)	580.61	1,000.00	-419.39	58.06 %
576.20.300.40.36 Advertising/Posting Fees	329.00	200.00	129.00	164.50 %
576.20.300.40.37 Printing & Copying Services	3,715.25	3,134.00	581.25	118.55 %
Total 576.20.300.40.30 Communications	**11,038.71**	**10,566.00**	**472.71**	**104.47 %**
576.20.300.40.40 Bank Charges	318.40	1,534.00	-1,215.60	20.76 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.50 Payroll Service	3,818.23	3,600.00	218.23	106.06 %
576.20.300.40.60 Membership Dues	755.00	500.00	255.00	151.00 %
576.20.300.40.70 Miscellaneous Shared Services		325.00	-325.00	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	1,546.10	2,800.00	-1,253.90	55.22 %
576.20.300.40.82 Pest Control	496.89	466.00	30.89	106.63 %
576.20.300.40.83 Insurance	13,170.00	12,612.00	558.00	104.42 %
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks	170.00	528.00	-358.00	32.20 %
Total 576.20.300.40.80 Risk Management Services	**15,382.99**	**16,406.00**	**-1,023.01**	**93.76 %**
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA	4,887.50	6,664.00	-1,776.50	73.34 %
576.20.300.40.93 Financial Software Programs	75.00	0.00	75.00	
Total 576.20.300.40.90 Financial Services	**4,962.50**	**6,664.00**	**-1,701.50**	**74.47 %**
Total 576.20.300.40.00 Shared Services	**42,243.08**	**47,061.00**	**-4,817.92**	**89.76 %**
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 External Taxes and Operating Assessments		600.00	-600.00	
576.20.300.50.40 Annual Permits	593.00	600.00	-7.00	98.83 %
576.20.300.50.60 State Audit		0.00	0.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	**593.00**	**1,200.00**	**-607.00**	**49.42 %**
Total 576.20.300.00.00 Shared Expenditures	**51,704.75**	**56,484.00**	**-4,779.25**	**91.54 %**
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	70,735.09	72,000.00	-1,264.91	98.24 %
576.20.400.10.20 Pool S&W - Instructors	29,626.87	37,400.00	-7,773.13	79.22 %
576.20.400.10.40 Pool S&W - Aquatics Manager	26,044.84	36,667.00	-10,622.16	71.03 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	52,236.16	50,000.00	2,236.16	104.47 %
576.20.400.10.60 Pool S&W - Front Desk	23,518.14	30,400.00	-6,881.86	77.36 %
576.20.400.10.70 Pool S&W - Overtime	9,353.84		9,353.84	
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	11,534.52	13,003.00	-1,468.48	88.71 %
Total 576.20.400.10.00 Pool Salaries & Wages	**223,049.46**	**239,470.00**	**-16,420.54**	**93.14 %**
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	20,077.50	17,416.00	2,661.50	115.28 %
576.20.400.20.12 Pool Benefits - WA Unemployment	8,587.00	12,120.00	-3,533.00	70.85 %
576.20.400.20.13 Pool Benefits - L & I	6,778.94	6,332.00	446.94	107.06 %
Total 576.20.400.20.00 Pool Personnel Benefits	**35,443.44**	**35,868.00**	**-424.56**	**98.82 %**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.30.00 Pool Supplies				
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment				
576.20.400.30.11 Pool Supplies - Program, Exercise Classes	139.80	128.00	11.80	109.22 %
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	412.20	800.00	-387.80	51.53 %
576.20.400.30.13 Pool Supplies - Program, Special Events	1,756.47	928.00	828.47	189.27 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	1,223.37	1,200.00	23.37	101.95 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	2,659.85	1,100.00	1,559.85	241.80 %
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class	156.44		156.44	
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	182.35		182.35	
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	**6,530.48**	**4,156.00**	**2,374.48**	**157.13 %**
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	7,313.01	7,334.00	-20.99	99.71 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	4,749.12	4,000.00	749.12	118.73 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	866.72	1,000.00	-133.28	86.67 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	693.35	500.00	193.35	138.67 %
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	**13,622.20**	**12,834.00**	**788.20**	**106.14 %**
576.20.400.30.30 Pool Supplies - Resale Inventory	2,438.99	1,736.00	702.99	140.49 %
576.20.400.30.40 Pool Supplies - Miscellaneous	283.85	128.00	155.85	221.76 %
Total 576.20.400.30.00 Pool Supplies	**22,875.52**	**18,854.00**	**4,021.52**	**121.33 %**
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	4,850.07	4,340.00	510.07	111.75 %
576.20.400.40.20 Pool Svcs. - Translation Services		500.00	-500.00	
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - Graphic Design (A&P, Material Development)	780.00	1,333.00	-553.00	58.51 %
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	2,379.33	2,664.00	-284.67	89.31 %
576.20.400.40.33 Pool Svcs. - Ads/Postings	225.00	536.00	-311.00	41.98 %
576.20.400.40.34 Promotional Giveaways	26.03	500.00	-473.97	5.21 %
576.20.400.40.35 Outreach Marketing	600.00	2,400.00	-1,800.00	25.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Services				
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	**4,010.36**	**7,433.00**	**-3,422.64**	**53.95 %**
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	1,184.08	2,900.00	-1,715.92	40.83 %
Total 576.20.400.40.40 Pool Svcs. - Staff Development	**1,184.08**	**2,900.00**	**-1,715.92**	**40.83 %**
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment		300.00	-300.00	
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease		0.00	0.00	
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases		**300.00**	**-300.00**	
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	10,932.14	10,664.00	268.14	102.51 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	35,894.09	32,200.00	3,694.09	111.47 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	3,660.33	3,700.00	-39.67	98.93 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	958.46	2,800.00	-1,841.54	34.23 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		664.00	-664.00	
Total 576.20.400.40.60 Pool Svcs. - Utilities	**51,445.02**	**50,028.00**	**1,417.02**	**102.83 %**
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	27,505.01	13,328.00	14,177.01	206.37 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	4,917.09	2,664.00	2,253.09	184.58 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	**32,422.10**	**15,992.00**	**16,430.10**	**202.74 %**
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc,)	21.04	128.00	-106.96	16.44 %
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	4,176.12	7,778.00	-3,601.88	53.69 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)	280.00	520.00	-240.00	53.85 %
576.20.400.40.94 Pool Svcs. - Misc., Other Service		300.00	-300.00	
576.20.400.40.95 Adult Free Passes		40.00	-40.00	
576.20.400.40.96 Youth Free Passes	9.00	200.00	-191.00	4.50 %
576.20.400.40.98 Gift Certificates	322.00		322.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	**4,787.12**	**8,838.00**	**-4,050.88**	**54.17 %**
Total 576.20.400.40.00 Pool Services	**98,719.79**	**90,459.00**	**8,260.79**	**109.13 %**
Total 576.20.400.00.00 Pool Expenditures	**380,088.21**	**384,651.00**	**-4,562.79**	**98.81 %**
586.00.300.00.00 Sales Tax Paid	5,686.51	3,637.00	2,049.51	156.35 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	71,629.16	71,884.00	-254.84	99.65 %
591.76.300.70.20 Loans and Bonds Principal	47,872.83	48,214.00	-341.17	99.29 %
Total 591.76.300.70.00 Debt Service Principle	**119,501.99**	**120,098.00**	**-596.01**	**99.50 %**
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	9,342.68	9,088.00	254.68	102.80 %
592.76.300.80.20 Loans and Bonds Interest	8,692.17	8,351.00	341.17	104.09 %
Total 592.76.300.80.00 Debt Service Interest	**18,034.85**	**17,439.00**	**595.85**	**103.42 %**
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.40.00 CIP Services		15,000.00	-15,000.00	
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)		**15,000.00**	**-15,000.00**	
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund	35,105.00	5,000.00	30,105.00	702.10 %
Total 597.00.300.00.00 Transfers Out	**35,105.00**	**5,000.00**	**30,105.00**	**702.10 %**
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	**$645,890.31**	**$652,270.00**	**$ -6,379.69**	**99.02 %**
NET OPERATING INCOME	**$11,193.16**	**$ -30,993.00**	**$42,186.16**	**-36.12 %**
OTHER EXPENSES				
Ask My Accountant	143.50		143.50	
Transfer Activity				
CIP Transfers	-35,105.00		-35,105.00	
City Bridge Loan Principle	-71,629.16		-71,629.16	
Loans and Bonds Principle	-47,872.83		-47,872.83	
Total Transfer Activity	**-154,606.99**		**-154,606.99**	
Total Other Expenses	**$ -154,463.49**	**$0.00**	**$ -154,463.49**	**0.00%**
NET OTHER INCOME	**$154,463.49**	**$0.00**	**$154,463.49**	**0.00%**
NET INCOME	**$165,656.65**	**$ -30,993.00**	**$196,649.65**	**-534.50 %**

State of Washington
Department of Revenue
PO Box 47464
Olympia, WA 98504-7464

August 2017
Combined Excise Tax Return

603-151-833
TUKWILA POOL METROPOLITAN PARK DISTRICT

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than $50,000 a year)	12,191.83	12,191.83	0.00	0.0150	0.00
0002	Retailing	7,910.45	7,910.45	0.00	0.00471	0.00
		20,102.28	**20,102.28**	**0.00**		**0.00**

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000499	Service and Other Activities; Gambling Contests of Chance (less than $50,000 a year)	Other	12,191.83
000299	Retailing	Other	7,910.45
			20,102.28

Explanations for Other Deductions

Deduction Code	Explanation
000499	499 Tax Exempt Non Enterprise Swimming Pool Lessons and Activities(WAC 45820189)
000299	299 Tax Exempt Non Enterprise Activities and Sales (WAC 45820189)

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	7,910.45	0.00	7,910.45	0.0650	514.18
		7,910.45	**0.00**	**7,910.45**		**514.18**

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	7,910.45	0.0350	276.87
			7,910.45		**276.87**

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	514.18
Local and Regional Tax Total	276.87
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	**791.05**
Less Total Credits	0.00
Total	**791.05**
Amount Paid	**791.05**
Balance	**0.00**

Additional Information

Confirmation Number	**21490229**	**Date Printed**	**9/12/2017**
Date and Time Submitted	**9/12/2017 10:54:13 AM**	**Tax Registration Number**	**603-151-833**
Payment Type	**E-Check**	**Person Completing Return**	**Kristine Selleck**
Total Amount Paid	**791.05**	**Phone Number**	**(206)267-2350**
Date To Transfer Payment	**9/13/2017**	**E-Mail Address**	**accounting@tukwilapool.org**
Person Authorizing Payment	**Alan Dance**		

This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

August 2017

	TOTAL	
	AUG 2017	JAN - AUG, 2017 (YTD)
INCOME		
311.10.00 Real and Personal Property Tax	1,770.49	483,194.69
313.11.00 Sales Tax Collected	790.74	5,310.94
341.70.00 Sales of Merchandise		
341.70.10 Taxable Merchandise	403.07	1,971.92
341.70.20 Untaxable Merchandise	524.07	2,134.01
Total 341.70.00 Sales of Merchandise	**927.14**	**4,105.93**
347.00.00 Cultural and Recreation		
347.30.10 Activity Fees - General Passes (Taxable)	1,459.08	13,387.60
347.30.20 Activity Fees - General Admissions (Taxable)	4,734.21	27,775.71
347.30.30 Activity Fees - Special Events (Taxable)	99.09	1,475.74
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	10,983.75	50,264.07
347.60.20 Program Fees - Exercise Classes (Non-Taxable)		254.00
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		505.00
347.90.00 Other Fees - pass through to Red Cross		105.00
Total 347.00.00 Cultural and Recreation	**17,276.13**	**93,767.12**
361.10.00 Interest and Other Earnings	516.50	3,255.55
362.00.00 Rents, Leases and Concessions		
362.40.10 Rentals - One-time, private events (Taxable)	1,215.00	5,311.60
362.40.20 Equipment and Locker Rentals - Taxable		775.51
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	277.00	56,464.35
Total 362.00.00 Rents, Leases and Concessions	**1,492.00**	**62,551.46**
367.10.00 Contributions from Private Sources		
367.10.10 Cash Donations		451.00
Total 367.10.00 Contributions from Private Sources		**451.00**
369.00.00 Miscellaneous Income		
369.91.00 Other Miscellaneous Income	133.92	-362.43
369.91.10 Scholarship Funds Applied	264.00	4,176.12
369.91.30 Youth Free Passes Applied		9.00
369.91.40 Discounts Applied		-44.00
369.91.50 Gift Certificates		322.00
369.91.90 Deposit Over/Short	9.09	9.09
Total 369.00.00 Miscellaneous Income	**407.01**	**4,109.78**
369.00.10 Unapplied Cash Payment Income		64.27
395.10.00 Sale of Capitol Assets		272.73
Total Income	**$23,180.01**	**$657,083.47**
GROSS PROFIT	**$23,180.01**	**$657,083.47**
EXPENSES		
576.20.100.00.00 Board of Commissioners Expenditures		

	TOTAL	
	AUG 2017	JAN - AUG, 2017 (YTD)
576.20.100.10.00 BOC Stipend	228.00	3,078.00
576.20.100.30.20 BOC Supplies - Equipment		18.68
576.20.100.30.30 BOC Supplies - Meeting Food		102.07
576.20.100.40.20 BOC Services - Transcription	762.00	3,238.00
576.20.100.40.70 BOC Services - Notices & Ads		135.00
Total 576.20.100.00.00 Board of Commissioners Expenditures	**990.00**	**6,571.75**
576.20.200.00.00 Executive Expenditures		
576.20.200.10.10 Executive Salary & Wages	1,548.75	25,589.94
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	232.31	3,607.31
Total 576.20.200.00.00 Executive Expenditures	**1,781.06**	**29,197.25**
576.20.300.00.00 Shared Expenditures		
576.20.300.10.00 Shared Salary & Wages		
576.20.300.10.10 Bookkeeper Wages	882.75	7,125.45
Total 576.20.300.10.00 Shared Salary & Wages	**882.75**	**7,125.45**
576.20.300.30.00 Shared Supplies		
576.20.300.30.00 Office/Computer Supplies & Equipment		
576.20.300.30.11 Office Supplies (Consumables)	129.79	924.05
576.20.300.30.12 Printing & Copying Supplies (Consumables)	105.58	236.99
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	**235.37**	**1,161.04**
576.20.300.30.13 Office Equipment (Non-Consumable)		275.59
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)		306.59
Total 576.20.300.30.00 Shared Supplies	**235.37**	**1,743.22**
576.20.300.40.00 Shared Services		
576.20.300.40.10 IT/Computer Service		1,366.25
576.20.300.40.20 Legal Services	92.00	4,601.00
576.20.300.40.30 Communications		
576.20.300.40.32 Postage		49.00
576.20.300.40.33 Website & Email Hosting		1,157.00
576.20.300.40.34 Internet/VoIP Phones	796.17	5,207.85
576.20.300.40.35 Software Programs (non-financial)	16.49	580.61
576.20.300.40.36 Advertising/Posting Fees		329.00
576.20.300.40.37 Printing & Copying Services	343.24	3,715.25
Total 576.20.300.40.30 Communications	**1,155.90**	**11,038.71**
576.20.300.40.40 Bank Charges	33.56	318.40
576.20.300.40.50 Payroll Service	287.88	3,818.23
576.20.300.40.60 Membership Dues		755.00
576.20.300.40.80 Risk Management Services		
576.20.300.40.81 Security & Fire Alarms	154.00	1,546.10
576.20.300.40.82 Pest Control	165.87	496.89
576.20.300.40.83 Insurance		13,170.00
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks	20.00	170.00
Total 576.20.300.40.80 Risk Management Services	**339.87**	**15,382.99**
576.20.300.40.90 Financial Services		
576.20.300.40.92 CPA		4,887.50
576.20.300.40.93 Financial Software Programs		75.00

	TOTAL	
	AUG 2017	JAN - AUG, 2017 (YTD)
Total 576.20.300.40.90 Financial Services		**4,962.50**
Total 576.20.300.40.00 Shared Services	**1,909.21**	**42,243.08**
576.20.300.50.00 Shared Intergovernmental Services		
576.20.300.50.40 Annual Permits		593.00
Total 576.20.300.50.00 Shared Intergovernmental Services		**593.00**
Total 576.20.300.00.00 Shared Expenditures	**3,027.33**	**51,704.75**
576.20.400.00.00 Pool Expenditures		
576.20.400.10.00 Pool Salaries & Wages		
576.20.400.10.10 Pool S&W - Lifeguards	11,195.53	70,735.09
576.20.400.10.20 Pool S&W - Instructors	5,345.40	29,626.87
576.20.400.10.40 Pool S&W - Aquatics Manager	7,499.96	26,044.84
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	5,440.47	52,236.16
576.20.400.10.60 Pool S&W - Front Desk	3,569.97	23,518.14
576.20.400.10.70 Pool S&W - Overtime	573.45	9,353.84
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,491.18	11,534.52
Total 576.20.400.10.00 Pool Salaries & Wages	**35,115.96**	**223,049.46**
576.20.400.20.00 Pool Personnel Benefits		
576.20.400.20.11 Pool Benefits - FICA	2,907.59	20,077.50
576.20.400.20.12 Pool Benefits - WA Unemployment	1,228.64	8,587.00
576.20.400.20.13 Pool Benefits - L & I	1,071.44	6,778.94
Total 576.20.400.20.00 Pool Personnel Benefits	**5,207.67**	**35,443.44**
576.20.400.30.00 Pool Supplies		
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment		
576.20.400.30.11 Pool Supplies - Program, Exercise Classes		139.80
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction		412.20
576.20.400.30.13 Pool Supplies - Program, Special Events	183.92	1,756.47
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms		1,223.37
576.20.400.30.15 Pool Supplies - Program, Safety Equipment		2,659.85
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class		156.44
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	18.10	182.35
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	**202.02**	**6,530.48**
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies		
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	312.02	7,313.01
576.20.400.30.22 Pool Supplies - Maint., Janitorial	1,140.34	4,749.12
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment		866.72
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	48.64	693.35
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	**1,501.00**	**13,622.20**
576.20.400.30.30 Pool Supplies - Resale Inventory	426.69	2,438.99
576.20.400.30.40 Pool Supplies - Miscellaneous		283.85
Total 576.20.400.30.00 Pool Supplies	**2,129.71**	**22,875.52**

	TOTAL	
	AUG 2017	JAN - AUG, 2017 (YTD)
576.20.400.40.00 Pool Services		
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	720.39	4,850.07
576.20.400.40.30 Pool Svcs. - Advertising & Promotion		
576.20.400.40.31 Pool Svcs. - Graphic Design (A&P, Material Development)	420.00	780.00
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	1,167.68	2,379.33
576.20.400.40.33 Pool Svcs. - Ads/Postings		225.00
576.20.400.40.34 Promotional Giveaways		26.03
576.20.400.40.35 Outreach Marketing Services	600.00	600.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	**2,187.68**	**4,010.36**
576.20.400.40.40 Pool Svcs. - Staff Development		
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees		1,184.08
Total 576.20.400.40.40 Pool Svcs. - Staff Development		**1,184.08**
576.20.400.40.60 Pool Svcs. - Utilities		
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	1,314.15	10,932.14
576.20.400.40.62 Pool Svcs. - Utilities, Gas	2,737.56	35,894.09
576.20.400.40.63 Pool Svcs. - Utilities, Water		3,660.33
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	57.00	958.46
Total 576.20.400.40.60 Pool Svcs. - Utilities	**4,108.71**	**51,445.02**
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services		
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	926.25	27,505.01
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	697.40	4,917.09
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	**1,623.65**	**32,422.10**
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc,)		21.04
576.20.400.40.90 Pool Svcs. - Miscellaneous Services		
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	264.00	4,176.12
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		280.00
576.20.400.40.96 Youth Free Passes		9.00
576.20.400.40.98 Gift Certificates		322.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	**264.00**	**4,787.12**
Total 576.20.400.40.00 Pool Services	**8,904.43**	**98,719.79**
Total 576.20.400.00.00 Pool Expenditures	**51,357.77**	**380,088.21**
586.00.300.00.00 Sales Tax Paid	891.26	5,686.51
591.76.300.70.00 Debt Service Principle		
591.76.300.70.10 City Bridge Loan Principal	9,007.80	71,629.16
591.76.300.70.20 Loans and Bonds Principal		47,872.83
Total 591.76.300.70.00 Debt Service Principle	**9,007.80**	**119,501.99**
592.76.300.80.00 Debt Service Interest		
592.76.300.80.10 City Bridge Loan Interest	1,113.68	9,342.68
592.76.300.80.20 Loans and Bonds Interest		8,692.17
Total 592.76.300.80.00 Debt Service Interest	**1,113.68**	**18,034.85**
597.00.300.00.00 Transfers Out		
597.00.300.00.10 Capital Improvement Fund		35,105.00

	TOTAL	
	AUG 2017	JAN - AUG, 2017 (YTD)
Total 597.00.300.00.00 Transfers Out		**35,105.00**
Unapplied Cash Bill Payment Expense		0.00
Total Expenses	**$68,168.90**	**$645,890.31**
NET OPERATING INCOME	**$ -44,988.89**	**$11,193.16**
OTHER EXPENSES		
Ask My Accountant		143.50
Transfer Activity		
CIP Transfers		-35,105.00
City Bridge Loan Principle	-9,007.80	-71,629.16
Loans and Bonds Principle		-47,872.83
Total Transfer Activity	**-9,007.80**	**-154,606.99**
Total Other Expenses	**$ -9,007.80**	**$ -154,463.49**
NET OTHER INCOME	**$9,007.80**	**$154,463.49**
NET INCOME	**$ -35,981.09**	**$165,656.65**

Run On 09/01/2017 03:45 PM

Run By TPMPD Bookkeeper

From 08/01/2017 12:00 AM

To 08/31/2017 11:59 PM

Payment Types Scholarship, Adult Free Pass, Youth Free Pass, Gift Certificates

Scholarship/Passes/Gift Certificates Funds Applied Month Summary

	Receipt #	Date	Time	Activity	Res. Facility	Scholarship	Adult Free Pass	Youth Free Pass	Gift Certificates	Total
1.	6808790	08/24/2017	10:05 AM	Shark 1	N/A	$66.00	$0.00	$0.00	$0.00	$66.00
2.	6805348	08/23/2017	04:34 PM	Super Strokes	N/A	$22.00	$0.00	$0.00	$0.00	$22.00
3.	6805327	08/23/2017	04:32 PM	Super Strokes	N/A	$22.00	$0.00	$0.00	$0.00	$22.00
4.	6747739	08/17/2017	10:01 AM	Shark 1	N/A	$33.00	$0.00	$0.00	$0.00	$33.00
5.	6747712	08/17/2017	09:58 AM	Shark 1	N/A	$33.00	$0.00	$0.00	$0.00	$33.00
6.	6747657	08/17/2017	09:54 AM	Minnow 1	N/A	$55.00	$0.00	$0.00	$0.00	$55.00
7.	6747625	08/17/2017	09:51 AM	Minnow 1	N/A	$33.00	$0.00	$0.00	$0.00	$33.00
						$264.00	$0.00	$0.00	$0.00	$264.00
Totals for Scholarship/Passes/Gift Certificates Funds Applied Month Summary										
						$264.00	$0.00	$0.00	$0.00	$264.00

Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

August 2017

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.10 US Bank Michelle CC - 7436			
08/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.49
08/15/2017	Cash & Carry	Resale Inventory: Cornnuts, Jalapeno Sticks, Sabritas Nuts	73.93
08/15/2017	Crexendo, Inc (StoresOnlinePro.com)	Pressure Washer Part: Turbo Nozzle & 18" wand	46.51
08/15/2017	Amazon.com	Sticky Notes, Envelopes, file folders, scotch tape ($76.02) Janitorial Supplies ($23.27) Resale Inventory: Tiger Bars ($65.99)	165.28
08/15/2017	Costco Wholesale	3rd Saturday Event Date: 08/19/2017 (Circus) Cups, Kettlecorn ($35.91) Janitorial Supplies: detergent, scrubbers, dish liquid ($37.37) Resale Inventory: Bottled Water ($13.19)	86.47
08/15/2017	Swim Outlet	Resale Inventory: 30 Goggles	133.65
08/15/2017	Amazon.com	Resale Inventory: Tiger Bars	51.98
08/18/2017	Costco Wholesale	3rd Saturday Event Date: 08/19/2017 (Circus) Cake, Fruit, plates	65.70
08/19/2017	Target	Hangers for Life Jackets ($18.10) 3rd Saturday Event Date: 08/19/2017 (Circus) Balloons ($5.48)	23.58
08/22/2017	City of Tukwila - Police Department	Service Date: 08/22/2017 Fingerprints - Residential (Molla, Bruk Samson)	5.00
08/23/2017	Office Depot	2 Cases of Paper, Letter size	105.58
08/24/2017	Oriental Trading	3rd Saturday Event Date: 09/19/2017 (Safari) Napkins, plates, cups, tablecloth, stampers, masks	76.83
08/26/2017	Target	Hook, Ring Binder, Planner, Desk Calendar	34.99
08/28/2017	Costco Wholesale	Resale Inventory: Vitamin Water, Water, Gatorade	87.95
08/29/2017	Walmart	Pens, Sharpies, Planner ($18.78) Flag ($36.12)	54.90
08/30/2017	Amazon.com	2 42 Watt Triple-Tube light bulbs for flagpole	12.52
08/31/2017	Home Depot	Janitorial Supplies	96.96
Total for 213.10 US Bank Michelle CC - 7436			**$1,138.32**
Total for Tukwila Pool MPD (Reconcile) - 2794			**$1,138.32**
576.20.300.00.00 Shared Expenditures			**$256.86**
576.20.400.00.00 Pool Expenditures			**$881.46**

Re: Budget Questions

From: Sharon Shipman
Sent: Sun, Oct 1, 2017 at 4:40 pm
To: egengler@tukwilapool.org
Cc: Aaron!, Ivan Cockrum, Jacque Carrol, Michelle Simpson

Yes, will do.
1. We wanted to look at the travel budget on line #199. We were curious as to why there was such a large cushion?
2. Marketing & Outreach Services. Possibly reducing budget since nothing was spent during 2017.
3. Promotional Giveaways line # 179. We needed clarification on what this was.
4. Debt service principle lines 213-215. There was a question that the numbers are going up and someone thought they should be going down.
5. TPAC wanted know if a training wage is implemented in the employee handbook, would that needed to be added to the budget?

TPAC members, if I've missed anything, can you please add?

On Sat, Sep 30, 2017 at 8:38 PM egengler@tukwilapool.org <egengler@tukwilapool.org> wrote:

> Hi Sharon,
> Did TPAC have questions regarding the budget?
>
> If so, would it be possible for you to forward when you get a chance?
>
> Thanks.

INFORMATIONAL MEMORANDUM
TUKWILA POOL METROPOLITAN PARK DISTRICT

TO: TPMPD Board

FROM: Richard J. Rabe, District Administrator

DATE: October 9, 2017

SUBJECT: Employee Handbook, Review

OVERVIEW: Attached please find the most recent draft of the 2018 TPMPD Proposed Employee Handbook. A copy of this Handbook was provided at the September 11, 2017 Board of Commissioners regular meeting. The changes in this version of the Employee Handbook were drafted by Michelle Simpson, Director of Aquatics Operations, and Richard J. Rabe, District Administrator, with suggestions and input from several TPMPD Commissioners.

ACTION: This is being brought to the Board for discussion and revision. The District Administrator will edit the Employee Handbook in respect to this discussion as well as other feedback. The Director of Aquatics Operations and District Administrator intend to bring a final version of the Employee Handbook to the Commissioners at the November meeting. The TPMPD Board must approve a final version of the Employee Handbook to mark its adoption, and to begin implementation of its terms and provisions.

TUKWILA
Metropolitan Park District
POOL

Employee Handbook

Policies & Procedures for Tukwila Pool Metropolitan Park District Employees

Draft Date: 10/9/2017

Tukwila Pool Metropolitan Park District
Employee Handbook
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~~a. Executive Director~~
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~~c. Assistant Aquatics Manager~~
~~d. Lifeguard/Swim Instructor~~
~~e. Front Desk Attendant~~

~~Bookkeeper~~

TPMPD Employee Handbook: Acknowledgement and Agreement.....669

Dear New Staff Member;

Welcome to the Tukwila Pool! As a new employee, it is important for you to know what is expected of you. This handbook contains a large amount of information that we hope will help you be an excellent addition to our team.

Kids have been going to pools for generations and looking up to the Lifeguards and swim instructors and saying “Maybe someday I could do that!” We are proud to know that working at a pool is something that many young people aspire to.

We hired you because we believe that you will appreciate and enjoy working at the Tukwila Pool and you’ll make sure our community members enjoy coming to the pool too.

To do that, every Tukwila Pool employee needs to keep two things in mind above everything else. They are:

Stay Safe & Have Fun!!!!

I hope that your time with the Tukwila Pool is a great experience for you. Thank you for sharing your talents and joy with us!

Warmly,

~~Jennafer Price Cargill~~Michelle Simpson
~~Executive Director~~Director of Aquatics Operations
Tukwila Pool Metropolitan Park District

~~0.~~ General Information

1.

1.1. Introduction

The Tukwila Pool Metropolitan Park District (hereinafter "TPMPD" or "the District") exists under laws of the State of Washington governing Metropolitan Park Districts (RCW 35.61) for the sole purpose of operating the Tukwila Pool on behalf of the residents and taxpayers of Tukwila.

1.1.1. The District is governed by an elected Board of Commissioners (hereinafter "The Board") who are accountable to the residents and taxpayers of Tukwila. The Board is responsible for adopting strategic plans and policies to support those plans and guide the current and future operations of the District and the Tukwila Pool. The Board's policy-making activities include the adoption of goals & objectives, operational policies and long-term plans. They also make decisions about which programs and services will be provided, adopt the annual budget and approve capital improvements to the facility.

1.1.2. ~~The Executive Director is the chief executive and administrator in charge of carrying out the TPMPD policies and is accountable to the TPMPD Board of Commissioners.~~ The ~~Executive Director~~Director of Aquatics Operations is responsible for ensuring effective ~~the~~ operations of the ~~entire District~~Tukwila Pool, ~~and~~ supervises ~~the all~~ Tukwila Pool employees, volunteers, and contractors in the performance of their duties, and is accountable to the TPMPD Board of Commissioners. The District Administrator is responsible for ensuring that the TPMPD policies are carried out, and is accountable to the TPMPD Board of Commissioners.

1.2. History of the Tukwila Pool Metropolitan Park District

The Tukwila Pool facility located at 4414 S. 144th Street was built in 1973 as part of the King County "Forward Thrust" project that placed community parks and pools all around the area. The South Park Pool (as it was originally called) was owned by King County and built on Tukwila School District property with the understanding that the pool would serve the youth of Tukwila by providing an easily accessible resource.

In 2003, the City of Tukwila took ownership of the pool in exchange for the South Park Bridge and an arrangement was made to continue leasing the land it sits on from the Tukwila School District. Unfortunately, economic issues forced the City of Tukwila to consider closing the pool just a few years later. In response, a group of citizens banded together to form "Save Tukwila Pool" and they put a ballot measure before Tukwila voters in 2011 proposing the formation of a new entity to own and operate the pool. Tukwila voters decided in favor of the measure and the Tukwila Pool Metropolitan Park District was established in September of 2011.

The TPMPD is not a private or non-profit organization. It's what's known as a Special Purpose District, which means it is a publicly-owned government entity funded by residents and businesses within the district boundaries through property taxes. The voter-approved annual tax (known as a levy) supporting the TPMPD is .15¢ for every $1000 of a property's value. For example, the owners of a property in Tukwila valued at $100,000 would pay a tax of $15 per year toward the TPMPD. Property owners who rent or lease spaces to others include property taxes when calculating their costs, so every resident or business-operator in Tukwila, whether they own or rent, is paying the levy to support the pool.

When the TPMPD was first formed, the original ballot measure established the Tukwila City Council as the "ex officio" Board of Commissioners for the district. This meant they would provide governance for the TPMPD as one of the many responsibilities of their official role as

City Council members. In turn, the Board contracted with the City of Tukwila to completely operate and manage the pool as well has provide administrative support. The Board also appointed a citizen's advisory group, called the Tukwila Pool Advisory Committee (TPAC) and hired an Executive Director to carry out the work of the Board of Commissioners and manage the District.

In mid-2014 the City of Tukwila announced their intention to withdraw from operational management of the pool and the Board of Commissioners voted to self-operate instead of hiring another contractor. In January 2015, the TPMPD took over direct management of the Tukwila Pool for the first time. In preparation for this, the TPMPD hired its own staff to run the pool and provide administrative support that had previously been contracted out to the City, such as IT, human resources, records management, and financial operations.

In 2015, another ballot measure was put before the citizens of Tukwila asking if voters wanted an elected Board of Commissioners instead of the "ex officio" Board made up of Tukwila City Council members. Again, the voters supported the change and in December 2015 an independently elected 5-member Board of Commissioners began governing the TPMPD.

The current Tukwila Pool facility is over 40 years old and the new Board of Commissioners have prioritized the long-term financial health of the district to ensure that Tukwila residents will have a pool for generations to come. Currently, about 80% of the Budget comes from the levy and the other 20% will come from fees collected through swimming lessons, facility rentals and other general uses. Publicly-funded pools need to do more now than ever to remain a valued and vital resource in the eyes of the community. But because drowning is still the second-leading cause of death for young people ~~ages 1~~from one-year-old to ~~-~~17-years-old in Washington State, ~~the~~ our need for a local, accessible, public pool will never end. ~~is constant.~~

1.3. Mission Statement, Vision Statement and Organizational Values

~~1.2.1.~~1.3.1. TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

~~1.2.2.~~1.3.2. 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.

~~1.2.3.~~1.3.3. TPMPD Organizational 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

1.4. Purpose/Scope of Employee Handbook

This Employee Handbook is a general informational guide to Tukwila Pool Metropolitan Park District's current employment policies and practices. Any standard operating procedure needs to be consistent with these policies and approved in advance by the Board of Commissioners. ~~or Executive Director.~~ An electronic copy of this handbook is available on the TPMPD Policies page of the website at www.tukwilapool.org.

1.4.1. The policies in this handbook are not intended to create promises or guarantees of employment or specific treatment in specific instances on which employees may rely.

1.4.2. The provisions in this~~e~~ handbook have been developed at the discretion of the Board of Commissioners, and except for the policy of employment-at-will, may be amended or cancelled by them at any time as is deemed necessary and appropriate, ~~without advance notice~~and shall provide notice within 30 days to changes to this handbook. TPMPD also reserves the right to deviate from these policies in individual situations, particularly in an emergency, ~~in order~~ to achieve its primary mission.

1.4.3. These personnel practices and policies apply to all Tukwila Pool Metropolitan Park District employees.

~~1.4.3.~~ These provisions replace all previous policies and may not be changed or added to without the express approval of the Board of Commissioners.

1.5. At Will Employment

All employment with the Tukwila Pool Metropolitan Park District is voluntarily and at will. "At will" means that employees are free to resign at any time, with or without cause. Likewise, "at will" means that the District may demote or terminate employment, change job duties, or alter benefits of any employee, with or without cause, and with ~~or without notice~~ten days written notification for changes to take effect. All employment with the TPMPD is at-will and therefore may be ended by either party with or without warning at any time (except as noted in Section 3.5.2). The party terminating the employment relationship will notify the other party immediately upon the termination taking effect.

1.6. Equal Employment Opportunity

Tukwila Pool Metropolitan Park District is an equal opportunity employer.

~~1.7.~~

~~1.8.~~1.7. Non-Discrimination Policy

Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The District will not engage in or tolerate any discrimination prohibited by local, state or federal law. Specifically, the TPMPD prohibits discrimination against an employee on the basis of their sex/gender (including gender identity), race, color, religion/creed, national origin, pregnancy, age, marital status, sexual orientation, physical or mental disability, military or Veterans status, or any other status protected by federal, state, or local law.

~~1.8.1.~~1.7.1. Reporting Discrimination. Any alleged act or complaint of discriminatory treatment by any District employee should be promptly reported to the Director of Aquatics Operations ~~Executive Director~~ (or to the Board of Commissioners if the Director of Aquatics Operations, ~~Executive Director~~ is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.

~~1.8.2.~~1.7.2. Reasonable Accommodations – Disabilities. The District recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job duties. Any employee who believes s/he needs reasonable accommodation should notify the Director of Aquatics Operations ~~Executive Director~~ or designee.

1.7.2.1. Although the need for accommodations is determined on a case by case basis, generally the District and the employee will engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its impact on the employee's ability to perform the essential functions of his/her position and possible reasonable accommodations. The employee has an obligation to cooperate with the District in this process, which may include authorizing the District to communicate with the employee's healthcare providers concerning the employee's condition, its limitations and possible reasonable accommodations.

~~1.8.2.1.~~

~~1.8.2.2.~~1.7.2.2. Any reasonable accommodations shall be approved by the Director of Aquatics Operations~~Executive Director~~.

1.7.3. Reasonable Accommodations – Religion. The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District's business.

~~1.8.3.~~

1.7.3.1. Any employee who sincerely believes that his or her religious beliefs or practices conflict with his or her duties, work schedule, or with the District's policy or practice regarding dress and appearance, or with other aspects of employment and who seeks a religious accommodation must request accommodation from the Director of Aquatics Operations~~Executive Director~~. The request should explain the alleged religious conflict that exists and the employee's suggested accommodation.

~~1.8.3.1.~~

1.7.3.2. The District will evaluate the request considering whether a work conflict exists, whether an accommodation is available which is reasonable and which would not create an undue hardship on the District's business or for its other employees. Any reasonable accommodations shall be approved by the Director of Aquatics Operations~~Executive Director~~.

~~1.8.3.2.~~

~~1.8.3.3.~~ As a publicly-funded, government entity, the TPMPD may not make any accommodation that would allow an employee to discriminate against anyone, or actively promote a particular belief system to others (including, but not limited to, proselytizing and/or unsolicited distribution of religious materials) while on duty or on the TPMPD premises.

1.7.3.3.

1.8. Safety

The District endeavors to use reasonable efforts to provide a safe working environment which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The District will endeavor to remedy problems as quickly as possible.

1.8.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.

1.8.2. Employees are expected to comply with the following specific safety rules, including but not limited to:
~~1.8.2.~~

1.8.2.1. Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor.

1.8.2.2. Keep your individual work area clean and orderly at all times.
~~1.8.2.2.~~

1.8.2.3. Do not smoke or permit others to smoke in or near the building.
~~1.8.2.3.~~ .

1.8.2.4. Do not allow unauthorized people to have access to restricted areas.
~~1.8.2.4.~~

1.8.2.5. Store all materials and equipment in their proper places and appropriately.
~~1.8.2.5.~~

1.8.2.6. Conduct themselves in a professional manner at all times while on work premises.
~~1.8.2.6.~~

1.8.2.7. Drive safety and courteously when operating a vehicle as part of work.
~~1.8.2.7.~~

~~1.8.2.8.~~1.8.2.7.1. If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.

1.8.3. Accidents and Accident Reports - In case of an accident involving personal injury or property damage, regardless of how serious, the employee must immediately notify their supervisor. As soon as practical, but in no case later than twenty-four (24) hours following an injury or accident, or suspected injury or accident, an employee must complete an accident form describing the circumstances surrounding the incident.

1.8.4. Affected employees will complete an “Incident Report” form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – no matter how minor.

1.8.5. Supervisors who receive a report of an injury or “near miss” event are obligated to take steps toward addressing the issue. Whenever possible, efforts should be made to eliminate the hazardous condition either immediately or within a reasonable time frame. If the hazardous condition is inherent in the nature of the work, the supervisor has an obligation to train all employees who come into contact with the situation on proper safety practices and methods which could reasonably limit future injuries.

1.8.6. Employees should exercise all reasonable caution in the performance of duties, and shall follow and adhere to published safety rules, regulations, and controls.

~~1.9~~1.9. Workplace Harassment

Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

~~1.12.~~

~~1.12.1.~~1.9.1. Sexual or any other type of unlawful verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.

1.9.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:
~~1.12.2.~~

1.9.2.1. Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
~~1.12.2.1.~~

1.9.2.2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).
~~1.12.2.2.~~

1.9.2.3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).
~~1.12.2.3.~~

~~1.12.2.4.~~1.9.2.4. Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

1.9.3. Conduct of this type is improper, and it may be illegal if:
~~1.12.3.~~

1.9.3.1. Submission to this conduct is either an explicit or implicit term or condition of employment.
~~1.12.3.1.~~

1.9.3.2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved.
~~1.12.3.2.~~ ~~.~~

~~1.12.3.3.~~1.9.3.3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

1.9.4. All employees are responsible to ensure a workplace free from any type of harassment. If an employee is aware of any instances of work place harassment or believes he/she is a victim of harassment, the employee should:
~~1.12.4.~~

1.9.4.1. Ask the offending employee to cease the conduct.
~~1.12.4.1.~~

1.9.4.2. If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.
~~1.12.4.2.~~

1.9.4.3. Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the

alleged harassment to the Director of Aquatics OperationsExecutive Director. 1.12.4.3.

1.12.4.4.1.9.4.4. If the Director of Aquatics Operations or the District Administrator Executive Director is engaging in such conduct, the employee should immediately report the alleged harassment to the Board President.

1.12.5.1.9.5. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.

1.12.6.1.9.6. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.

1.12.6. A supervisor's failure to carry out these responsibilitiesensure these provisions are enacted may result in disciplinary action up to and including termination of that supervisor.

1.9.7.

1.101.10. Workplace Violence

Workplace violence is any verbal or physical action that is communicated or perceived as a likely threat, harassment, abuse, intimidation, or personal contact, that produces fear, causes bodily harm, or damage to property. Even joking about violent acts is prohibited.

1.10.11.10.1. The District does not tolerate threats or acts of violence towards District employees, family, friends, co-workers, elected officials, members of the public or TPMPD property. All threats or acts of violence are treated seriously and each will be dealt with promptly and appropriately using administrative, managerial, legal and/or disciplinary actions to minimize risk to employees and property.

1.10.21.10.2. All employees are responsible for refraining from threatening or participating in violent actions and for reporting to any supervisor or (up to and including the Director of Aquatics Operations Executive Director or Board President) any threatening or dangerous situations that occur within the work place or affect their work requirement. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible.

1.10.3. Employees may not bring weapons of any type into the workplace.

1.121.11. Organizational Ethics

The TPMPD is committed to conducting business with integrity and maintaining the highest ethical standards. This requires all TPMPD officers, supervisors, employees and volunteers to be ethical in their conduct, follow all laws and regulations and have the highest standards of personal integrity in their decision-making, and at all times when representing or appearing to represent the TPMPD.

1.11.11.11.1. TPMPD officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.

1.11.21.11.2. As an organization, the District will comply with all applicable laws and regulations. We expect all officers, supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything or ask someone else to do anything that is illegal, dishonest, or unethical.

~~1.11.3~~1.11.3. If someone asks you to take an action that seems illegal, dishonest or unethical in your judgement, you are encouraged to ask for advice and consultation with any supervisor up to and including the Director of Aquatics Operations ~~Executive Director~~ before taking the suggested action.

1.11.4. It is the responsibility of every Tukwila Pool Metropolitan Park District employee to comply with our policy of organizational ethics. Employees who ignore or do not comply with this standard of ethics may be subject to disciplinary action, up to and including possible termination of employment.

~~1.11.4~~

~~Customer Relations~~

~~1.3.~~1.12. ~~Customer Relations~~

Good customer service translates into long-term stability for the organization. Every employee represents the Tukwila Pool Metropolitan Park District to our patrons and the community. This not only applies while on the Tukwila Pool premises but also while off the premises in uniform. Community residents, patrons, and the public at large judge the entire District by how they are treated by every employee of the Tukwila Pool and by the quality of our work. One of the highest priorities at Tukwila Pool Metropolitan Park District is to help any patron or potential patron in every way possible. Nothing is more important that being courteous, friendly, prompt, respectful, and helpful to our customers and community. Any infraction of this policy and standard of customer relations may result in disciplinary action up to and or including termination of employment.

Good customer service requires the following action on the part of the TPMPD staff:

1.12.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.

~~1.1.1.~~ 1.12.2. –

~~1.1.3.~~ Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.

~~1.1.4.~~1.12.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management, and/or Director of Aquatics Operations, ~~Executive Director~~ as quickly as possible, including the customer's contact information.

~~1.1.5.~~1.12.4. The ~~management~~ Assistant Managers or Director of Aquatics Operations ~~Executive Director~~ must make every reasonable effort to address the complaint in a timely manner and communicate the resolution to the customer.

1.12.5. If a customer becomes physically or verbally abusive or otherwise presents a danger to the employee, other patrons or themselves, the staff member must still remain calm and respectful. However, staff are not required to put themselves into dangerous situations and must request assistance from management and/or the Tukwila Police Department as appropriate.

~~1.1.6.~~

2. Employment Conditions

~~2.1~~2.1. **Employment Status Definitions**

When employees are hired they will be informed of their employment status. All employees are defined as At-Will, regardless of their employment status. The Tukwila Pool Metropolitan Park District uses the following standard definitions for their employees:

~~(a)~~2.1.1 Regular Full-Time Employee - An employee who regularly works a minimum of 37.5 hours a week on a continuing basis.

~~(b)~~2.1.2 Regular Part-Time Employee - An employee who works fewer than 37.5 hours a week on a continuing basis.

~~(c)~~2.1.3 Non-exempt Employee - An employee who is subject to the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in the work-week.

~~(d)~~2.1.4 Exempt Employee - An employee whose salary and duties meet the criteria for exclusion under the applicable federal and state wage and hour laws, including but not limited to, directors and administrative employees. An exempt employee is not eligible to receive overtime pay.

~~(e)~~2.1.5 Temporary/Seasonal Employee - An employee hired with the expectation that he or she is needed for a limited period of time, generally not more than six (6) months. New hires are considered temporary employees until the successful completion of their three-month probationary period and conversion to regular employee status.

2.2. Working Hours & Shift Assignments

The Tukwila Pool is open for business every day of the year except the fourth Thursday of November (Thanksgiving Day) and December 25th. Different work schedules may be established by Tukwila Pool Metropolitan Park District to meet job assignments and to provide necessary services.

~~1.3.1.~~ 2.2.1. The Tukwila Pool's normal business hours are as posted at the facility and on www.tukwilapool.org.

~~1.3.2.~~2.2.2. The district reserves the right to change the regular workweek, the normal business hours, or the normal workday with prior notice to employees.

~~1.3.3.~~2.2.3. The Director of Aquatics Operations ~~Aquatics Manager~~ establishes the normal working hours and schedule for all nonexempt and temporary/seasonal employees. Employees are expected to keep the Director of Aquatics Operations informed of their availability and to show up on time and ready to work for every scheduled shift.

~~1.3.4.~~2.2.4. If an employee is not available to work an assigned shift, they are expected to find a qualified substitute which must be approved by the Director of Aquatics Operations~~Aquatics Manager~~. If no acceptable substitute is found and the leave is not otherwise protected (see Section 6 for leave information), the employee must work the shift or risk disciplinary action up to and including termination.

~~1.3.5.~~2.2.5. Assistant Manage~~ment rs staff~~ are expected to be on duty during the pool's regular business hours and should be scheduled to cover as many of those hours as possible. When a manager is not available, the Director of Aquatics Operations ~~Executive Director~~ may fulfill the role of manager-

on-duty, or may temporarily delegate this responsibility to a qualified employee.

1.3.6.2.2.6. Employees who are not scheduled to work and have not been called into work by a supervisor are not authorized to work. Employees are prohibited from clocking-in when they are not authorized to work.

1.3.6. 2.2.7. Employees are not permitted to volunteer their time, or work without no compensation.

2.32.3. Overtime

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work over 40 hours per week.

2.3.12.3.1. All overtime must be authorized in advance by the Director of Aquatics Operations Executive Director or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.

2.3.22.3.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as “hours worked” when computing overtime. Nonexempt employees are prohibited from engaging in “off-the-clock” work.

2.3.32.3.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Director of Aquatics Operations,Executive Director or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee’s termination from service will be paid for on the next paycheck.

2.3.42.3.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.

2.3.4 For payroll and overtime computation purposes, the regular work week begins on Monday Sunday mornings at at one minute past Sunday midnight (12:00:01 a.m.) and ends the following Sundaysaturday at 12:00:00 ap.m. (midnight).

2.3.5.

2.42.4. Schedules & Attendance

Punctual and consistent attendance is an essential function of every employee's job and a condition of continued employment.

2.4.12.4.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled work days and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take “comp time” without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.

2.4.22.4.2. While the TPMPD makes every reasonablean effort to maintain stability and consistency in

scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The TPMPD provides a scheduling system that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least four ~~three~~ weeks in advance. Shifts are scheduled at least two weeks in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee is unable to work a scheduled shift, they are responsible for finding a suitable replacement that meets with supervisory approval. If an employee reports that they are available and ~~i~~gets scheduled and then fails to appear for work due to a reason other than protected leave, they may be subject to disciplinary action, up to and including termination.

~~2.4.3~~2.4.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Tukwila Pool main number and notify the shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Tukwila Pool phone line within the same time period as applied to the employee.

~~2.4.4~~2.4.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a pre-approved leave of absence), the employee will be deemed to have abandoned his or her job and employment will terminate. Unexcused excessive absenteeism may be grounds for disciplinary action, including possible termination.

2.4.3 Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave).

~~2.5~~2.5. Emergency or Maintenance Closure

The Tukwila Pool will be open and in operation during established facility hours as posted on www.tukwilapool.org. However, there may be times when the management finds it necessary to close the facility due to an emergency or to perform necessary maintenance or repair work.

~~2.5.1~~2.5.1. Unless otherwise notified, scheduled employees are still expected to report to work in a timely manner, even during an emergency closure. Should emergency conditions prevent employees from reporting to work, it is the employee's responsibility to contact his/her supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.

~~2.6~~2.6. Breaks and Meal Periods

Employee are required to take breaks and meal periods in keeping with Washington State Employment Standards:

~~2.6.1~~2.6.1. Employees working at least 4 hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.

~~2.6.2~~2.6.2. Employees working at least 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.

~~2.6.3~~2.6.3. Employees working in excess of five (5) hours in a single workday must take a meal break that shall last no less than 30 minutes. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked in during the meal break. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.

~~2.6.4~~2.6.4. Any employee who works more than ten (10) hours in a day is required to take a second thirty-minute (30) unpaid meal period around the middle of the second five (5) hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If the~~y~~ employee ~~are~~is available to return to duty (to answer a phone call or address other immediate needs) then he or she~~they~~ may stay clocked-in during the meal break.

~~2.6.5~~2.6.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.

2.6.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If you have not received a meal or rest period as provided above, please inform the shift supervisor immediately.

2.6.7 The TPMPD may require employees to stay on the work site during:

2.6.7.1 Paid rest breaks.

2.6.7.1.1 Any meal period whenever the TPMPD pays the employee during that meal period.

~~2.6.6~~ 2.6.7.1.2 Any meal period without paying the employee if the employee is completely relieved from duty for the entire meal period **and** will never be called back to work during the meal period.

2.6.7.1.3

THE TPMPD is not required to pay for meal periods if employees are free from any duties for their entire meal period.

2.6.7.1.4 Employees must be paid during their meal period when:

2.6.7.1.4.1 required to remain on duty, and

2.6.7.1.4.2 required to be on-call at the designated worksite to be available to return to duty, even if they are not in fact called back to duty, and

2.6.7.1.4.3 called back to duty during their meal period, even though they normally are not on call during the meal period.

2.7. ~~-~~Call Back

An employee may be called back into work after their shift has ended in emergencies or as needed by the District to provide necessary services to the public.

2.7.1 A refusal to respond to a call back may be grounds for disciplinary action, including termination. Employees called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)

2.7.2 Non-exempt employees who leave work and are called back to work after completing their regular day's shift are paid in most circumstances for a minimum of one (1) hour worked. Exempt employees are not eligible for additional pay.

2.8. ~~2.8~~ Time Reporting

Maintaining accurate time records is essential in computing employee pay, ensuring compliance with laws and regulations, and providing accurate cost information for the district. All non-exempt employees are required by the Wage and Hours provision of the Fair Labor Standards Act (FSLA) to keep an accurate record of their time worked.

~~1.5.1.~~2.8.1 Each employee is responsible for following the procedure for recording their time as required.

~~1.5.2.~~2.8.2 Employees working lifeguarding shifts or swim instructor shifts must use the appropriate code to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination.

~~1.5.3.~~2.8.3 Supervisors are responsible for reviewing and approving the time records for accuracy.

~~1.5.4.~~2.8.4 Employees must enter their own time record and in doing so are testifying that the information is accurate and truthful.

~~1.5.5.~~2.8.5 Making entries on behalf of another employee is not permitted. Any deliberate falsification of your own or someone else's time record is grounds for disciplinary action, including possible termination.

~~1.5.5.~~ Tukwila Pool Metropolitan Park District's official payroll records are kept by the Aquatics Manager. 2.8.6

~~1.6.~~2.9. References

Usually the District does not give references, other than to confirm the dates of employment, last salary and eligibility for re-hire, without the employee's prior written consent and execution of an appropriate release. Any requests for references should be referred to the Director of Aquatics Operations, or the District Administrator. ~~Aquatics Manager or the Executive Director.~~

~~1.7.~~2.10. Personal Information

Employees are to notify the Director of Aquatics Operations ~~Aquatics Manager~~ in writing of any personal changes, including but not limited to changes in name, address, telephone numbers, email addresses, number of dependents, emergency contact, marital status or other personal information so the district may keep personnel records up-to-date and so that the district can communicate with employees as needed.

~~1.8.~~2.11. Employee Personnel Records~~—~~

A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Director of Aquatics Operations ~~Aquatics Manager and the Executive Director~~ unless broader disclosure is required by law. Medical records, shall be maintained in a confidential file which is separate from other personnel records. Usually, an employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

~~1.8.1.~~2.11.1. An employee may periodically review their personnel file. An employee may place pertinent information in their personnel file with the approval of the Director of Aquatics Operations~~Executive Director~~. An employee may also request removal of irrelevant or erroneous information in their personnel file. If the management denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

~~1.8.2.~~2.11.2. Confidential personnel records shall not be released to any unauthorized individual except with the written consent of the employee or in response to valid court orders, subpoenas or governmental requests directing the provision of information from personnel records. Some personnel records may also be subject to disclosure in response to a request under the Public Disclosure Act.

2.11.3. When a current employee needs the district to verify employment (such as for a loan approval), the employee should advise the Manager(s), Director of Aquatics Operations,~~Executive Director~~ or designee, of the need at the earliest opportunity so they can verify the authorization to release employment information.

~~1.8.2.~~

3. Employment Practices

~~3.1~~3.1. New Employee Orientation and Conditional Employment Period

All Tukwila Pool Metropolitan Park District staff will go through a new employee orientation process and conditional employment period. Typically, this orientation includes information about the District's organization and services, safety rules, operational and personnel policies, rules and procedures, completion of payroll forms and introduction to other District personnel.~~–~~

3.1.1 All newly hired Tukwila Pool Metropolitan Park District staff are considered temporary employees pending the successful completion of a three-month conditional employment period to ensure their suitability to the position.~~–~~

3.1.1.1 During this time, the new employee will:

- 3.1.1.1.1 complete a background check if one has not already been completed, and
- 3.1.1.1.2 learn to perform the duties of the position to TPMPD standards, and
- 3.1.1.1.3 be evaluated for their potential to excel in the position.

3.1.2 Employees must successfully meet the standards of TPMPD employment to be converted to regular employment status. The conditional employment period may be extended at the sole discretion of the TPMPD.

~~–~~

~~2.0.2~~ ~~–~~Benefit-eligible employees may not use vacation leave or floating holidays during their conditional employment period, however they may use sick leave. See Section 6 for the complete list of benefit-eligible employees and detailed policies regarding leave.

~~3.2~~3.2. Staff Supervision

Tukwila Pool Metropolitan Park District holds itself to a high standard of performance and therefore makes every effort to provide high quality support and supervision to its employees. Clear communication, respect for all and appropriate staff development are key to these efforts and every employee with a supervisory role is expected to personify those high expectations. Our chain of command runs from the Director of Aquatics Operations~~Executive Director~~, to the Assistant Aquatics Manager(s) to the ~~Assistant Aquatics Managers, to Leads~~Head Lifeguard ~~(if any)~~, to Lifeguards, Front Desk Attendants and Instructors.

~~3.2.1~~3.2.1. All supervisors or candidates for supervisory roles should have supervisory skills training and/or demonstrate the knowledge and ability to utilize best practices in personnel supervision prior to being hired for or promoted to a supervisory role.~~-~~

~~3.2.2~~3.2.2. With the exception of the District Administrator~~Executive Director~~, all employees shall consider the Director of Aquatics Operations ~~Aquatics Manager~~ to be their direct supervisor. When the Director of Aquatics Operations ~~Aquatics Manager~~ is not available, the Assistant Aquatics Manager on duty is the shift supervisor. Employees are expected to respond to them as they would the Director of Aquatics Operations~~Aquatics Manager~~.~~–~~

~~3.2.3~~3.2.3. Employees can expect the entire management staff to provide steady support, on-going communication, professional development and general guidance. Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, asking for help whenever necessary.

~~3.3~~3.3. Promotions, Demotions and Transfers

All employees are eligible for promotion, transfer to another equivalent position, and voluntary or involuntary demotion. To be considered for another position, an employee must possess the minimum qualifications for the vacant position or equivalent experience and skill as determined by the management.

~~3.3.1~~3.3.1. Tukwila Pool Metropolitan Park District encourages current employees to work toward increasing their capabilities through education, skill building and achievement of job-related certifications. Employees are also encouraged to apply for vacant positions for which they are qualified. Promotions are based on past performance, the supervisor's recommendation, qualifications, evaluations, job descriptions and related information and are given solely at the discretion of Tukwila Pool Metropolitan Park District. The amount of any pay increase and/or specific responsibilities are also to be decided solely by Tukwila Pool Metropolitan Park District.

~~3.3.2~~3.3.2. A promoted employee may be demoted or terminated from the new position if Tukwila Pool Metropolitan Park District, in its sole discretion, determines that the employee is not satisfactorily performing in the new position.

~~3.3.3~~3.3.3. Tukwila Pool Metropolitan Park District, in its sole discretion, may fill a vacant position by transferring a qualified employee to the position. An employee may request a transfer to a vacant position by notifying the Aquatics Manager in writing.

~~3.4~~3.4. Change in Workforce

Nothing contained in these personnel policies, the pay plan or the district's past practices or customs shall prevent the district from reducing its workforce, laying off, promoting, demoting, reclassifying or removing employees, modifying the pay plan or otherwise managing and directing the operation of the district and its workforce as deemed necessary and proper.

~~1.1.2.~~ In determining who is to be laid off, consideration will be given to a number of relevant factors, including individual performance and who is best able to perform the remaining jobs. Prior to such action, the TPMPD may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.

~~1.1.3.~~3.4.1. Prior to a layoff, the Tukwila Pool Metropolitan Park District will try to provide affected employees at least two weeks' notice of the pending layoff.

~~1.1.4.~~3.4.2. During the 12-month period following a layoff, TPMPD may rehire a laid off employee if a suitable position becomes available for which the employee is qualified and the former employee has requested, in writing, to be considered for re-hire.

~~1.2.~~3.5. Resignation & Termination

Employment with the Tukwila Pool Metropolitan Park District is at-will in accordance with the laws of Washington State. However, employees are encouraged to submit written notice of resignation to their supervisor prior to the effective date of their resignation. The management may schedule an exit interview, if appropriate. When an employee resigns, the employee is expected to return all Tukwila Pool Metropolitan Park District or co-worker's property, including uniforms and keys. Failure to do so may delay release of the employee's final paycheck.

~~1.2.1.~~3.5.1. Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. All wages and expense reimbursement owed

to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).

~~1.2.2.~~3.5.2. Either the TPMPD and/or an exempt employee are free to terminate employment at any time with 30 days advance notice to the other for any reason with or without cause.

The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in Section 11 – Rules of Conduct. If terminated for cause, all compensation and benefits described in this handbook shall cease as of the termination date.

~~1.3.~~3.6. Employment of Relatives

The district believes it is in the best interests to keep business and professional relationships separate from personal and family relationships. To prevent the appearance of or actual conflicts of interest, the district generally will not employ an employee's relatives. For this policy, "relative" is defined as any family relationship resulting from birth, marriage, meretricious relationship, or adoption, as well as any person cohabiting with another employee.

3.6.1. Under certain circumstances it may be necessary to employ relatives and then the following guidelines shall be observed:

~~1.3.1.~~

3.6.1.1. Neither employee will supervise, appoint, remove or discipline the other;

~~1.3.1.1.~~

3.6.1.2. Neither relative will evaluate or audit the work of the other;

~~1.3.1.2.~~

~~1.3.1.3.~~3.6.1.3. The working relationship will not create a conflict of interest or the appearance of favoritism.

~~1.3.2.~~3.6.2. If one employee becomes related to another employee through marriage and this results in a prohibited employment relationship, one of the employees must resign or transfer. The Director of Aquatics Operations~~Executive Director~~, or the District Administrator, or designee, shall consult with the affected employees and allow them to decide which one of them will resign, prior to taking final action.

~~1.10.~~3.7. Employee Background Checks

The Tukwila Pool Metropolitan Park District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

~~1.10.1.~~3.7.1. Currently, all TPMPD staff positions meet the threshold of the background check policy. Therefore, all TPMPD employees must submit to a background check as a condition of their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.

~~1.10.2.~~3.7.2. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the background check investigation.

~~1.10.3.~~3.7.3. If the prospective employee, volunteer, or independent contractor has had a background check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.

~~1.10.4.~~3.7.4. The District may in its discretion require that the prospective employee, volunteer, or independent contractor pay the costs associated with the record check.

~~1.10.5.~~3.7.5. The District ~~shall~~ may provide a copy of the record report to the employee, ~~,~~ volunteer, or independent contractor, upon request by the employee, volunteer, or independent contractor to whom the record corresponds.

4. Compensation

The Tukwila Pool Metropolitan Park District wishes to practice transparency and fairness in regard to employee pay rates; offering equal pay for equal work and comparable job experience. Therefore, each position or job title within the District is assigned a defined salary range or pay-rate that is applied to all employees holding that position or job title with comparable experience. Pay rates for each position are outlined in the District's salary and wage schedule, which has been established by the District Board of Commissioners. The District Board of Commissioners may revise the salary and wage schedule from time to time.

~~4.1~~4.1. Employee Pay Rates

Each position's pay-rate is reviewed periodically in an attempt to remain competitive with other comparable positions. Please refer to Appendix A for the current pay schedule.

4.1.1 Pay-rates are based on the expectations of the position, reflect levels of authority and responsibility, years of service or experience, certifications, and other skills as needed to perform the expectations of the position with a great deal of competency. Within available resources, Tukwila Pool Metropolitan Park District's compensation plan is generally competitive with other comparable employers in similar job markets.

4.1.2 From time to time, Tukwila Pool Metropolitan Park District may provide pay adjustments, raising the wages of all positions by a specified amount or for all employees within a single defined position.

4.1.3 The current pay schedule (Appendix A) allows for an annual pay increase depending on an employee completing a satisfactory year of service. Increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory using the evaluation system noted in Section 5.1.4.

~~4.2~~4.2. Paydays

Employees are paid twice a month by direct deposit or by check distributed at the work location on the 5th and the 20th day of the month.

~~1.1.1.~~4.2.1. If a regularly scheduled payday falls on Saturday, paychecks may be available on Friday; if it falls on Sunday or a holiday, paychecks are usually distributed on the next regularly scheduled week day.

~~1.1.2.~~4.2.2. One pay period covers the 1st through the 15th (usually distributed on the 20th) and the other covers the 16th through the end of the month (usually distributed on the 5th). This distribution schedule is subject to change and staff will be notified of any changes.

~~4.4~~4.3. Deductions

Tukwila Pool Metropolitan Park District withholds from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, such as:

~~4.4.1~~4.3.1. Those legally required for taxes (i.e. Federal income, Medicare, Social Security, WA Labor & Industries and Unemployment Insurance) and court-ordered garnishments.

~~4.4.2~~4.3.2. For authorized deposit into credit union, savings or checking accounts.

~~4.4~~4.4. Paycheck Errors

The Tukwila Pool Metropolitan Park District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please bring it to the attention of your supervisor immediately. The TPMPD will work with the payroll company to correct errors expeditiously. In the event of an overpayment, the employee will be notified as soon as possible and the employee will be required to reimburse the District either through a future payroll deduction or a direct payment.

~~4.5~~4.5. Expense Reimbursement

Tukwila Pool Metropolitan Park District employees and officials ~~may~~ will be reimbursed for approved normal and reasonable travel and other expenses incurred for business-related purposes. Normal and reasonable travel costs are defined as expenses for transportation to and from a location other than the employee's primary work-place, lodging, meals and related items who are traveling for District purposes only. Any such travel and related expenses must be authorized in advance by the Director of Aquatics Operations, or the District Administrator or the President of the Board of Commissioners~~Executive Director~~.

~~1.2.1.~~4.5.1. Tukwila Pool Metropolitan Park District expense reimbursement is based on actual expenses incurred in the service of the District, there are no per diems. Expenditures must be pre-approved and are reimbursed after submission of a TPMPD Reimbursement Form filed within 30 days of the purchase or travel date and accompanied by original receipts for each expense reported.

~~1.2.2.~~4.5.2. No claim for reimbursement shall be paid unless it is accompanied by an original, bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the Director of Aquatics Operations or the District Administrator ~~the Executive Director~~ or designee will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.

4.5.3. Tukwila Pool Metropolitan Park District may approve reimbursement for the following business expenses:

~~4.5.2~~

4.5.3.1. Materials, supplies or other items used for TPMPD business purposes.

~~4.5.2.1~~

4.5.3.2. Mileage shall be reimbursed for travel at the currently approved rate, the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work- place.

~~4.5.2.2~~

4.5.3.3. Meals [~~(~~including a sensible tip, 15% to 18% (maximum)] may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on Tukwila Pool Metropolitan Park District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.

~~4.5.2.3~~

4.5.3.4. The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.

~~4.5.2.4~~ ~~.~~

4.5.3.5. Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance ~~should~~ must be purchased when renting an automobile for foreign travel.

~~4.5.2.5~~

4.5.3.6. Alcoholic beverages are not a reimbursable travel expense.

~~4.5.2.6~~

4.5.3.7. Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.

~~4.5.2.7~~

4.5.3.8. Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the TPMPD Reimbursement Form.

~~4.5.2.8~~

~~4.5.2.8~~ The actual cost of pre-approved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.

~~4.6~~4.6. Cash Advances

The employee or official may request a cash travel advance for the estimated expenses to be incurred which are not to be paid directly by the District or by District credit card. To receive a cash advance, the traveler must make the request for the advance a reasonable time in advance of the date of travel. If a TPMPD Reimbursement Form is not filed within thirty (30) days of the date the travel is completed, the travel advance will be deducted from the next payroll check. Cash advances that are not related to district travel will not be approved.

~~4.7~~4.7. Compensation Upon Termination

When an employee's employment with Tukwila Pool Metropolitan Park District is terminated for any reason, the employee will receive the following compensation on the regularly scheduled payday for the period (more information on Paydays can be found in Section 4.2).

4.7.1. Non-exempt Employees:

~~4.7.1~~

4.7.1.1. Regular wages for all hours worked up to the time of termination that have not already been paid.

~~4.7.1.1~~

4.7.1.2. Any overtime, compensatory time and accrued and unused vacation leave and floating holidays that ha~~s~~ve not already been paid.

~~4.7.1.2~~

~~4.7.1.3~~4.7.1.3. Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

4.7.2. Exempt Employees:

~~4.7.2~~

4.7.2.1. Salary and benefit stipend for the entire period between the notice date and the final termination date.
~~4.7.2.1~~

~~4.7.2.2~~4.7.2.2. Payment of accrued and unused vacation time, including time accrued between the notice date and the termination date.

~~4.7.2.2~~ Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

5. Performance & Professional Development

Employees are the Tukwila Pool Metropolitan Park District's most valuable resource in accomplishing the mission and goals of the organization. Therefore, it is incumbent upon the district to nurture staff talent and provide support for growth and opportunity. Toward that end, the TPMPD managers are expected to provide guidance for employees that helps each employee toone enhance or refine their existing skills and develop new ones. In addition to this day-to-day feedback, managers are expected to regularly assess performance and provide opportunities for formalized educational development.

5.25.1 Performance Feedback & Evaluation

3 To achieve Tukwila Pool Metropolitan Park District's goal of supporting and retaining the best employee for every job, supervisors are expected to provide every employee with ongoing feedback and constant communication relating to performance as well as a process that requires regular reflection on an employee's overall contributions. This method is designed to ensure that each employee is receiving the best possible supervisory support and is in the position that best fits their skills.

3.6

3.6.15.1.1 Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted by the supervisor in writing and may influence an evaluation.

3.6.25.1.2 Employees are expected to inform a supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.

3.6.35.1.3 Supervisors are available and encouraged to provide feedback to staff and/or discuss performance at any time. The supervisor is expected keep written notes covering the general topics of any performance-related discussion and agreed upon outcomes, if any. These notes may be sent to the employee and the Director of Aquatics OperationsAquatics Manager or Executive Director.

3.6.45.1.4 Supervisors also complete performance evaluations for each employee they supervise every three months (four times per year). This evaluation is part of an employee's personnel record and will influence whether the employee is to be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these four questions about each staff member they supervise:

1. 5.1.4.1 Given what I know of this person's performance, and if it were my money, I would award this person the highest possible increase in compensation increase and bonus. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree

5.1.4.2 2. Given what I know of this person's performance, I would always want him or her on my team. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree

3. 5.1.4.3 TThis person is at risk for low performance. Please answer Yes or No and note a brief explanation.

4. This person is ready for promotion today. Please answer Yes or No and note a brief explanation.

The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

5.2 Professional Development Opportunities

Tukwila Pool Metropolitan Park District seeks, within the limits of available resources, to offer and support professional development to increase an employee's skills, knowledge and abilities. Opportunities may include: on-the-job training, in-service sessions, and development activities sponsored by outside agencies or organizations.

1.1.

5.2.1 Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:

1.1.1.

5.2.1.1 An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.

5.2.1.1

5.2.1.2 An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:

5.2.1.25.2.1.3 Receive Swim Lesson instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and TPMPD standards for swim lessons.

5.2.1.2.2 Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.

5.2.1.2.3 Perform at least 2 lessons under the direct (in water) supervision of two different current instructors, for a total of at least 4 supervised lessons covering various levels.

1.1.2.5.2.2 The TPMPD will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service trainings and may be excused from no more than 1 training every 6 months.

1.1.3.5.2.3 Tukwila Pool Metropolitan Park District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the Director of Aquatics OperationsExecutive Director. Approval must be granted prior to program registration, otherwise the TPMPD is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:

5.2.3.1 The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a TPMPD planned promotion; and

5.2.3.2 It is in Tukwila Pool Metropolitan Park District's best interest to pay for this training; and

5.2.3.3 TPMPD's services may be improved as a direct result of the educational opportunity.

1.1.1.1.5.2.4 The employee should submit a request in writing to their supervisor who forwards it, with comments, to the Director of Aquatics OperationsExecutive Director for approval.

5.2.5 Employees taking courses that are graded must earn at least a "C" grade, or equivalent, in

~~order~~ to receive reimbursement.

~~1.1.1.2.~~

~~1.1.1.3.~~ 5.2.6 The District may, as resources permit, cover the cost of required books or other pre-approved expenses necessary for receiving the full benefit of the educational opportunity.

~~5.2~~ **Professional/Technical Societies and Certifications**

5.3

District employees are encouraged to participate in technical and professional societies and/or achieve certifications indicating a high level of competence in their field(s). These activities are considered a benefit to the District and to the employee through additional knowledge or personal associations gained.

~~1.3.1.~~5.3.1 The District, through the budgeting process, will select what fees and dues it might pay for its employees' membership in technical and professional societies. For any organization for which the District pays the dues, the District address should be used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

~~1.3.2.~~5.3.2 Professional and Technical Registration/Certification. The District encourages professional and technical registration or certification. The District may pay fees for professional and technical certificates and licenses for its employees as determined by the District in its sole discretion. These requests should be sent to the Director of Aquatics Operations, or the District Administrator.~~the Executive Director.~~

6. Benefits and Leave

Employees of the TPMPD are provided with the following benefits and leave in appreciation of their service to the community and the district. These benefits are voluntarily provided by the district as an employee incentive and may be amended or discontinued at any time.~~–~~

6.1 Staff use of the Facility

All employees are eligible for a Tukwila Pool employee swim pass, which entitles them to the same privileges as a family pass holder for the duration of their employment with the TPMPD.

~~1.1.2.~~6.1.1 If employment ends or the employee has not worked at least one (1) shift in a calendar month, the pass is void and must be surrendered.~~–~~

~~1.1.3.~~6.1.2 Any inappropriate or unprofessional conduct while off-duty at Tukwila Pool is grounds for suspension of the employee pass privilege and may result in further disciplinary action up to and including termination.

~~1.1.4.~~6.1.3 These privileges are extended to 1 additional adult and children who share a household with the employee. As above, these passes may be suspended if the employee no longer meets the criteria or due to misconduct.

6.2 Employee Discount on Food & Drinks

All employees may purchase food and drinks sold by the Tukwila Pool for 50% off of the regular purchase price.

6.3 Eligible Employees Benefits Allowance

Tukwila Pool Metropolitan Park District will designate a benefit allowance for each eligible employee which is intended for them to use at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Disability Insurance, Child or Elder Care, or to put into a retirement fund as they choose.

6.3.1 Eligible employees are currently defined as:

~~(a)~~ Director of Aquatics Operations~~Executive Director~~
(a)
~~—~~District Administrator~~Aquatics Manager~~
(b)
(c) Assistant Aquatics Manager(s)

The ~~district~~District reserves the right to add to, amend, and / or discontinue the benefit allowance, or any part thereof, as needed.

~~6.1.2~~6.3.2 The benefit allowance is reviewed periodically by the ~~District~~ Board of Commissioners and it may be adjusted, and all or a portion of it may be eliminated at any time.

~~6.1.3~~6.3.3 The benefit allowance is currently calculated at 15% of the employee's salary or pay-rate. This rate is subject to adjustment at any time.

~~6.1.4~~6.3.4 The benefit allowance is distributed in lieu of traditional employee benefits. Although the benefit allowance is not defined as wages or salary for the employee, it is taxed as income by the IRS.

6.3.5 Each employee provided with a Benefit Allowance is expected, but not required, to maintain medical coverage.

~~6.1.5~~

~~6.2~~6.4. Scheduling Paid Time Off (eligible employees only)

Eligible employees as defined in Section 6.3 are also provided with paid time off for holidays, illness or injury and vacation, the amount of which is set forth in Section 6.5, 6.6 and 6.7.

~~1.1.2.~~ 6.4.1. Eligible employee's requests for time off must be made at least two weeks in advance. Requests made without this advance notice will likely be denied due to the inherent negative impact to the TPMPD.

~~1.1.3.~~ 6.4.2. Eligible employee's requests for time off must be sent to the supervisor via email and include the exact date(s) of absence. Supervisors must provide an email response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the TPMPD or other employees will not be approved. (See Section 6.6 Sick Leave for additional information on requesting time off due to illness or injury.)

~~1.1.4.~~6.4.3. When paid time off is used the supervisor is responsible for forwarding the email verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.

~~1.1.5.~~6.4.4. If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift in the absence of an approved leave is grounds for disciplinary action, up to and including termination.

~~1.1.6.~~6.4.5. The TPMPD is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.

~~1.1.7.~~6.4.6. For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.

~~1.1.8.~~6.4.7. Paid time off may be transferred to another eligible employee for humanitarian reasons only with approval from the Director of Aquatics Operations or the District Administrator~~Executive Director~~.

~~1.1.9.~~6.4.8. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.

~~1.1.10.~~6.4.9. Eligible employees may be approved for limited unpaid time off for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Additional leave may be granted as a reasonable accommodation under state or federal law.

~~6.2~~6.5. Holidays & Floating Holidays (eligible employees only)

The Tukwila Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day). Additionally, the pool will~~th~~ be closed early (1:00pm) on December 24th and December 31st. To compensate for the lack of traditional paid holidays throughout the rest of the year, ~~e~~Eligible ~~e~~Employees as defined in Section 6.3 are provided with five (5) "Floating H~~H~~olidays" at the beginning of the calendar year to be used throughout the year at any time with approval from their supervisor. See Section 6.4 for more information on requesting and using paid time off.

~~6.2.1~~6.5.1. Exempt employees are not expected to work on days when the pool is closed for holidays, but will be compensated in the usual manner. If, due to an emergency, they are required to report to work, exempt employees will not receive additional compensation.

6.5.2. Non-exempt employees will not be scheduled to work when the pool is closed for holidays, but have the option of using floating holidays or vacation leave (see Section 6.7) as compensation. If, due to an emergency, they are required to report to work, non-exempt employees will be compensated at double their usual hourly rate for the time worked.

~~6.2.2~~

~~5.~~

~~6.2.4~~6.5.3. Floating holidays can only be used with supervisory approval (as outlined in Section 6.3) during the calendar year in which they are given and will not carry over into a new calendar year.

~~6.2.5~~6.5.4. Unused floating holidays will ~~not~~ be paid out to ~~an~~ Eligible E~~e~~mployees upon separation.

~~6.2.6~~6.5.5. Floating holiday allotment for newly E~~e~~ligible E~~e~~mployees will depend on the time of year they start in the eligible position. If they have completed their three-month period of conditional employment, ~~T~~they will be eligible to receive the full five~~5~~ days at the beginning of their next calendar year. See Table, Section 6.5.7.

~~6.2.7~~6.5.6. New employees will not be allotted floating holidays during the three-month conditional employment period nor will they be approved to use floating holidays during this period. Once a new employee is converted from temporary to regular employment status at the conclusion of the conditional employment period, the number of floating holidays they receive will be based on their actual start date in the eligible position, as detailed in the Table of Section 6.5.7, below.~~-~~

~~6.2.8~~6.5.7. Floating Holiday Allotment Schedule for n~~N~~ewly Eligible Employees:

Start date time frame	Number of Floating Holidays allotted
Jan 1 – Feb 29	5
March 1 – April 30	4

May 1 – June 30	3
July 1 – Aug 30	2
Sept 1 – Dec 31	1

~~6.1~~6.6. Sick Leave (~~E~~eligible ~~E~~employees only)

Eligible ~~E~~employees as defined in Section 6.3 accrue paid sick leave at a rate of 12 days per year beginning with the first date of eligibility. See Section 6.4 for more information on requesting and using leave.

~~1.1.2.~~6.6.1. The accrual rate for exempt employees is 1 day of sick leave per month.

~~1.1.3.~~6.6.2. The accrual rate for non-exempt employees is 8 hours of sick leave for every 173 hours worked.

~~6.2.2~~6.6.3. The annual maximum accrual allowed for sick leave is 12 days per year for all eligible employees. The year is defined as 12 months from their start date in the eligible position.

~~6.2.3~~6.6.4. Accrual amounts are pro-rated and reported to the employee every pay period to reflect the actual time worked.

~~6.2.4~~6.6.5. Eligible ~~E~~employees may use accrued paid sick leave regardless of their status as a conditional/temporary employee or regular employee.

~~6.2.5~~6.6.6. Unused sick leave can be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's next anniversary date when accrual may begin again. Employees may have no more than 12 days of sick leave accrued at any time.

~~6.2.6~~6.6.7. Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with the Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up email that includes the exact dates of absence that may be charged toward their accrued sick leave.

6.6.8. When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested by the Director of Aquatics Operations, or the District Administrator.

~~6.2.7 .~~

~~6.2.9~~6.6.9. Sick leave may not be combined with vacation leave to extend that vacation leave. Taking sick leave immediately before or after a period of vacation leave shall be deemed a violation of this policy unless documentation is obtained from a State Licensed Physician attesting to a medical necessity that requires treatment, care, or convalescent time away from work or work-related duties.

~~6.2.10~~6.6.10. Unused sick leave will not be paid out to any employee upon separation.

~~1.3.~~6.7. Vacation Leave (~~E~~eligible ~~e~~E~~m~~ployees only)

Eligible employees as defined in Section 6.3 accrue paid vacation leave at a rate that is dependent on in their employment status and years of service in the eligible position. See Section 6.3 for more information on requesting and using leave.

~~1.3.1.~~6.7.1. Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a non-eligible position do not count toward years of service for vacation accrual.

~~1.3.2.~~6.7.2. Unused vacation leave may be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's anniversary date when accrual may begin again up to the annual maximum.

~~1.3.3.~~6.7.3. For non-exempt employees, accrual rate is tied to number of hours actually worked. Paid time off does not count as time worked.

~~1.1.1.~~6.7.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the Tukwila Pool Metropolitan Park District and returns.

~~1.1.2.~~6.7.5. New employees do not accrue vacation leave during the three-month conditional employment period nor will they be approved to use vacation leave during this period.

~~1.1.3.~~6.7.6. Once a new employee is converted from temporary to regular employment status at the conclusion of the conditional employment period, the TPMPD may grant the employee vacation leave in an amount equivalent to approximately three months of accrual.

~~1.3.8.~~6.7.7. Except in cases of termination for due cause, ~~U~~unused vacation leave is paid out to an employee upon separation.

~~6.1.2~~6.7.8. Vacation Leave Accrual Rates:

Years of Service	Non-Exempt Accrual Rate	Exempt Accrual Rate for 1.0 FTE	Maximum accruable
0	6.64 hours for every 173 hours worked	.833 days per month	10 days
1	7.28 hours for every 173 hours worked	.917 days per month	11 days
2	8 hours for every 173 hours worked	1 day per month	12 days
3	8.64 hours for every 173 hours worked	1.08 days per month	13 days
4	9.28 hours for every 173 hours worked	1.16 days per month	14 days
5	10 hours for every 173 hours worked	1.25 days per month	15 days
6	10.64 hours for every 173 hours worked	1.33 days per month	16 days
7	11.28 hours for every 173 hours worked	1.41 days per month	17 days
8	12 hours for every 173 hours worked	1.5 days per month	18 days
9	12.64 hours for every 173 hours worked	1.58 days per month	19 days
10+	13.28 hours for every 173 hours worked	1.66 days per month	20 days

~~6.3~~6.8. Washington State Family Care

In accordance with the Washington Family Care Act, employees may use any accrued time off that they have available ~~on their own,~~ to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

~~6.3.1~~6.8.1. An employee may use available time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical or immunization services).

6.5.1 An employee may use time off when a spouse, registered domestic-partner, parent, parent-in-law,

or grandparent has a “serious or emergency health condition,” which are conditions:

6.8.1.1 Requiring an overnight stay in hospital or other medical-care facility;

6.8.1.2 ~~(b)~~ Resulting in a period of incapacity or treatment or recovery following inpatient care;

6.8.1.3 ~~(c)~~ Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular activities, or

6.8.1.4 ~~r~~

~~(g)~~ Involving an emergency (i.e. demanding immediate action).

~~6.3.2~~ Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The district reserves the right to require verification or documentation confirming a family member’s health condition when available leave is used to care for that family member.

6.8.2.

~~6.4~~6.9. Family And Medical Leave

The District will comply with applicable state and federal laws on Family Medical Leaves whenever it has the required number of employees (50) in its employ for application of the laws and the factual circumstances warrant~~s~~ its application.

~~1.4.~~6.10. Administrative Leave

On a case-by-case basis, the District may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Director of Aquatics Operations~~Executive Director~~, or designee, to be in the best interests of the District, such as pending an investigation or other administrative proceeding.

~~6.11~~6.11. Military Leave of Absence

Any employee who is a member of the Washington Army National Guard or Washington Air National Guard, the U.S. Army Reserves, the U.S. Naval Reserves, the U.S. Air Force Reserves, the U.S. Marine Corps Reserves or the U.S. Coast Guard Reserves, or is ordered to serve in an activated Federal military unit, is entitled to leave from their duties for up to twenty-one (21) days for each fiscal year (October 1 to September 30) for official military duty, training, or drills or state active status. During the period of military leave, the employee shall continue to receive their normal rate of pay for days when they would have been scheduled to work for the district. (Calculated for hourly staff as up to 21 average shifts for the employee during the season in question.)

~~6.11.1~~6.11.1. Any employee who is a member of the Washington National Guard or a Federal military unit who is called up to report for active duty shall be granted leave without pay for the period of active-duty service.

~~6.11.2~~6.11.2. If an employee takes temporary or regular military leave, he or she is entitled to return to the employee’s former job as provided under federal and state laws. A copy of the official orders must be submitted to the employee’s supervisor at least one week ~~if possible~~, but no less than within ~~one~~ ~~(1) week~~72 hours if the orders are for emergency deployment during time of war, prior

to the commencement of the duty period.

6.11.3. The Washington State Military Family Leave Act provides that during a period of military conflict, an employee who regularly works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of unpaid leave per deployment. An employee wishing to take this leave must notify his/her supervisor within five (5) business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she not taken the leave.

6.11.4. Employees seeking payment for time while performing military duty must provide the Director of Aquatics Operations a copy of their military orders, showing the employee's dates of duty performance, place of duty performance, military unit, rank or pay grade at time of service performance, the name of the NCO or Commissioned Officer who gave the orders, and with that person's signature attesting to the authenticity of the orders. No payment will be made by the District in the absence of bona-fide military orders. Employees making a claim for pay have 180 days from the time of service performance to submit military orders in a timely manner, and must retain a copy of the orders for future reference.

~~6.12~~6.12. Domestic Violence Leave

Leave is available to employees who are victims of domestic violence, sexual assault, or stalking, or have a family member (spouse, children, parents, parents-in-law, grandparents, or "a person with whom the employee has a dating relationship.") who is a victim of such abuse.

~~6.12.1~~6.12.1. An eligible employee may take "reasonable" leave, including leave on an intermittent or reduced- schedule basis, to engage in specified remedial activities relating to the abuse, including: participating in legal proceedings; seeking medical treatment or mental health counseling; obtaining social services; or taking other actions to increase the safety of the employee and her/his family members.

~~6.12.2~~6.12.2. The District may request verification that the employee or her/his family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that s/he or a family member is a victim and needs the leave to seek assistance. The District will maintain the employee's provided information as confidential and will not require the employee to disclose information beyond the verification material listed above.

~~6.12.3~~6.12.3. The employee may elect to use paid time off (if eligible), or may take unpaid leave.

~~6.12.4~~6.12.4. Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment; unless unusual circumstances have arisen (i.e. the employee's position was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the district as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

~~1.6.~~6.13. Bereavement Leave

Up to three (3) days leave may be granted for the death of an employee's immediate family or household member. "Immediate family" includes the employee's spouse or registered partner, child, parent, sibling, parent-in-law, son or daughter-in-law. Additional leave may be approved beyond the allotted three (3) days, but may not exceed a total of nine (9) days. Exempt employees are permitted 3 days of leave with pay. Additional days (up to six) will be charged, as determined by the Director of Aquatics Operations~~Executive Director~~, or designee, to the employee's accrued, but unused paid time off (if eligible), or if paid time off is not available, will be unpaid.

~~1.7.~~6.14. Jury Duty

If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives his/her regular rate of pay while serving on jury duty. Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena, but will not be paid for the time missed unless they are eligible for paid time off and request vacation or floating holiday leave. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons ~~should~~ must inform his/her department as soon as possible so that arrangements may be made to cover for the employee. Eligible Employees must submit to the District any and all payments received from the court wherein jury duty is performed to receive normal salary reimbursement payment, or the check-stub or check-stubs from payments received from the court must be submitted for off-set balance-of-salary payment to be made by the District. In the event that absence from work may create a bona-fide, significant, and undue hardship for the District, the Director of Aquatics Operations, or the District Administrator, or the President of the Board of Commissioners, may, upon request by the employee, write a letter to the court where the jury duty has been ordered, to ask the court to dismiss the employee from jury duty to prevent that undue hardship from significantly and negatively impacting the operations of the Tukwila Pool.

6.15 Workers Compensation

Regular employees who are injured on the job, are unable to work, and file for Worker's Compensation may use accumulated paid time off (if eligible) while the claim is being processed. Upon receiving payment from the Worker's Compensation carrier, the employee may sign the check over to the District, and any paid time off used by the employee will be reinstated to the employee's account on a pro-rated basis. Eligible E~~e~~mployees may use paid time off to supplement their time loss payments up to the equivalent of their usual hours or salary.

7. Drugs and Alcohol

The Tukwila Pool Metropolitan Park District has a significant interest in the health and safety of its employees and pool patrons. In furtherance of that interest, the District will take those steps necessary to ensure that its employees perform their duties and responsibilities free of the influence of drugs and alcohol.

~~7.1~~ 7.1.

~~7.2~~ **Prohibited Conduct.**

The following conduct regarding alcohol and drug use is prohibited. An employee who engages in any of this prohibited conduct will be subject to disciplinary action up to and including termination:

~~7.2.1~~7.1.1. Alcohol Possession and On-Duty Use of Alcohol: An employee may not possess or consume alcohol while on duty, including consuming or using alcohol prior to reporting to work or during breaks or meal periods. An employee may not report for or remain on duty while under the

influence of alcohol in any way.

~~7.2.2~~7.1.2. Pre-Duty Use of Alcohol: An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.

~~7.2.3~~7.1.3. Use of Drugs: An employee may not report for duty or remain on duty when the employee has used an illegal drug or substance. Employees should note that marijuana is illegal under federal law. An employee may also not report for duty or remain on duty when the employee has used prescription or over-the-counter drugs if the substance may cause drowsiness, impair judgement, reduce reaction time or otherwise adversely affect the employee's ability to safely perform their job. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their job must report this to the shift supervisor and will not be scheduled to work until such time as they are no longer required to take the medication. The employee is responsible for providing the District with written notice from their physician or pharmacist with respect to the effects of all medication used while on duty.

~~7.2.4~~7.1.4. Possession, Transfer or Sale: No employee may possess, transfer or sell drugs or alcohol on the Tukwila Pool premises or while on duty.

~~7.2.5~~7.1.5. If an employee's behavior or odor while on duty causes a supervisor to reasonably suspect the use of prohibited substances the employee will be immediately removed from duty and may not return to work for a minimum of twenty-four (24) hours. Employees consent to take drug tests at a site selected by the Director of Aquatics Operations, or the District Administrator, paid for by the District, and must undergo the testing within one hour of being informed by the Director of Aquatics Operations that they must be tested that day. The test must be administered at a Certified Drug Testing facility chosen by the TPMPD management. Test failure, or refusal to undergo required drug tests, may result in ~~They will also be subject to~~ further disciplinary action up to and including termination of employment with the TPMPD.~~.~~

~~7.4~~7.2. **Voluntary Referral**

The TPMPD supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily. Any employee who comes forth and notifies the District of alcohol or drug abuse problems prior to violating district policy or engaging in misconduct will be given the assistance extended to employees with any other illness. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other requirements of the District.

7.2.1. Paid time off for eligible employees, or leave of absence without pay may be granted for treatment and rehabilitation as with other illnesses. Confidentiality of information will be maintained to the extent permitted by law.

8. Employees Responsibilities and Conduct

~~5.~~

Tukwila Pool Metropolitan Park District employees are expected at all times to represent Tukwila Pool Metropolitan Park District to the public in a professional manner, which is pleasant, respectful, **ethical, compassionate** and helpful.~~–~~

~~-~~

~~8.1~~8.1. Standards of Professional Conduct

Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established the following minimum standards of conduct:

- ~~•~~(a) T~~Basic t~~act and courtesy towards the public and fellow employees;
- ~~•~~(b) Adherence to District practices, procedures, safety rules and safe work practices;
- ~~•~~(c) Compliance with directions from supervisors;
- ~~•~~(d) Preserving and protecting the District's equipment, grounds, facilities and resources; and
- ~~•~~(e) Providing orderly and cost-efficient services to its citizens.

8.1.1. In addition to the general standards of conduct described above, there are some specific expectations that the TPMPD has of all staff, including:
~~5.1.1.~~

8.1.1.1. When a Lifeguard is on a “down” time (not on guard duty), they are not on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.
~~5.1.1.1.~~ ~~–~~

8.1.1.2. Staff must refrain from eating or using cell phones for personal reasons in any area where a patron could see them. Staff are welcome to do these things in the staff rooms while on a break.
~~5.1.1.2.~~

8.1.1.3. Staff must refrain from distracting others who are guarding.
~~5.1.1.3.~~ ~~—~~

~~5.1.1.4.~~8.1.1.4. Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.~~—~~

8.1.2. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.
~~5.1.2.~~ ~~–~~

8.1.2.1. Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.
~~5.1.2.1.~~

8.1.2.2. Always introduce yourself to parents at the first lesson: “Hi, my name is…and I’ll be your child’s instructor. Thank you for joining my class”. Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.
~~5.1.2.2.~~ ~~—~~

8.1.2.3. Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don’t care, they will talk about it.
~~5.1.2.3.~~

~~5.1.2.4.~~8.1.2.4. Taking swim instruction shifts means making a commitment to the students. The TPMPD

expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.

~~5.3.~~8.2. Personal Appearance, Grooming & Uniform Policies

Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. The Director of Aquatics Operations,~~Executive Director~~ or designee, may issue rules regarding what is considered necessary, required or appropriate attire for each department or for particular positions.

~~5.3.1.~~8.2.1. Uniforms are required for all Lifeguards/Swim Instructors and Front Desk Attendants. Managers are required to dress either in uniform or business casual attire with a name tag.

~~5.3.1.1.~~8.2.1.1. The TPMPD uniform consists of a name tag and a Tukwila Pool t-shirt. Staff who are providing swimming instruction must change from their Tukwila Pool t-shirt into a Tukwila Pool swim shirt (also known as a rash guard) when providing swim instruction. They may keep the swim shirt on when guarding between classes. Lifeguards/Swim Instructors and Front Desk Attendants must be in uniform at all times when on duty.

~~5.3.1.2.~~8.2.1.2. The TPMPD will order and provide the uniforms for those whose positions require them.

~~5.3.1.3.~~8.2.1.3. Clothing items provided by the employee must conform to the following guidelines:

~~5.3.1.3.1.~~8.2.1.3.1. Manager's shirts must have a collar and/or be considered "business casual."

~~5.3.1.3.2.~~8.2.1.3.2. T-shirts (other than Tukwila Pool shirts) are prohibited.

~~5.3.1.3.3.~~8.2.1.3.3. Shorts and skirts are permitted, however they must be at least fingertip length and be appropriate for a casual business environment.

~~5.3.1.3.4.~~8.2.1.3.4. Sandals and flip-flops are permitted.

~~5.3.1.3.5.~~8.2.1.3.5. Managers ~~may not~~must wear ~~sweatpants~~ cotton slacks, khaki shorts, ~~made out of sweat-pant material and/or~~ or professional looking work-out gear.

~~5.3.1.3.6.~~8.2.1.3.6. Lifeguards and swim instructors must only wear a one-piece swimsuit that is generally modest in design, so as to not bring the Tukwila Pool into an unfavorable public light.

~~5.3.1.3.7.~~8.2.1.3.7. Clothing may not have holes, and may not be frayed or present a damaged appearance. Shirts must fully cover the shoulders, and may not expose the midriff area.

~~5.3.1.4.~~8.2.1.4. If the employee's supervisor concludes that the employee's attire is inappropriate for any legal, non-discriminatory reason, the employee may be sent home without pay.

~~5.3.1.5.~~8.2.1.5. If an employee has any questions regarding appropriate attire, the employee should contact the shift supervisor.

~~5.3.2.~~8.2.2. Good grooming and personal hygiene is necessary for all TPMPD employees. The

expectation is that all staff will maintain a generally clean appearance and personal hygiene that is respectful to others and abides by the general policies of the swimming pool. Grooming and hygiene standards are as follows:

~~5.3.2.1.~~8.2.2.1. Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).

~~5.3.2.2.~~8.2.2.2. Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.

~~5.3.2.3.~~8.2.2.3. Fingernails must be neat and clean in appearance. They may be unpolished, or polished neatly with no chipping.

8.2.2.4. Dangling jewelry (i.e. earrings, bracelets or necklaces) and visible body piercings are not encouraged, particularly for those who work with young children as they may pose a safety risk for the employee.

8.2.2.5. Tattoos should be covered while working, may not be shocking or offensive in nature, or cover unusual areas of the body, including the face, front or sides of the neck, or scalp.

~~5.3.2.3.~~ Body modifications may not be shocking or extreme, such as forked tongues, under-the-skin implantations, animalistic appendages, or amputations that are done without medical necessity.

8.2.2.6.

~~5.4.~~8.3. Housekeeping

The physical appearance of Tukwila Pool facilities and work areas are an important aspect of our public image. Housekeeping is everyone's responsibility. Employees who see equipment piled up in work spaces, garbage or misplaced items are expected to dispose of it or return it to the proper area. Work areas should be as neat and tidy as possible at all times.

~~5.4.1.~~8.3.1. Staff, no matter what time their shift, are expected to thoroughly clean at least one or more areas in the facility during their shift. These tasks should be done during a "down" time or before ending a shift. Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.

~~8.1.1.~~8.3.2. Tasks that should be attended to daily include:

~~5.4.1.1.~~8.3.2.1. Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down.

~~5.4.1.2.~~8.3.2.2. Changing areas – Personal items removed from benches and turned in to front desk/lost-and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.

~~5.4.1.3.~~8.3.2.3. Staff room – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.

~~5.4.1.4.~~8.3.2.4. Fishbowl/Aquarium – Towels & bathing suits or other personal items removed, debris cleared from floor, equipment put away, nothing piled up and impeding the workspace, trash

cans and recycle bins emptied and wiped down.

~~5.4.1.5.~~8.3.2.5. Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

~~5.4.2.~~8.3.3. Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris ~~should~~ must be cleaned, trash cans ~~should~~ must be emptied, lost-and-found articles ~~should~~ must be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day ~~should~~ must report this to the shift supervisor.

~~5.4.3.~~8.3.4. Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day ~~should~~ must report this to the shift supervisor.

~~5.4.4.~~8.3.5. These cleaning tasks are the responsibility of every staff employee. ~~-~~Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.

~~5.5.~~8.4. Outside Employment and Conflicts of Interest

Employees may not engage in any outside employment or financial interest which may conflict, in TPMPD's opinion, with the best interests of Tukwila Pool Metropolitan Park District or interfere with the employee's ability to perform their assigned Tukwila Pool Metropolitan Park District job.

~~5.5.1.~~8.4.1. Examples include, but are not limited to, outside employment which:

~~5.5.1.1.~~8.4.1.1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.

~~5.5.1.2.~~8.4.1.2. Is conducted during the employee's work hours with the TPMPD.

~~5.5.1.3.~~8.4.1.3. Utilizes Tukwila Pool Metropolitan Park District telephones, computers, supplies, or any other resources, facilities or equipment.

~~5.5.1.4.~~8.4.1.4. Is employment with a firm which has contracts with or does business with Tukwila Pool Metropolitan Park District if their position with the pool is one of influence or decision-making in an area that overlaps with the other firm.

~~5.5.1.5.~~8.4.1.5. May reasonably be perceived by members of the public as a conflict of interest.

~~5.5.2.~~8.4.2. An employee who chooses to have an additional job, contractual commitment or self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy may be required to resign from such outside employment or be terminated from Tukwila Pool Metropolitan Park District.

~~5.5.3.~~8.4.3. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the employee's supervisor. If, after accepting outside employment, situations arise which could interfere with the employee's job, the employee ~~needs to~~must immediately report those situations to their supervisor.

~~5.6.~~8.5. Gifts or Gratuities

Employees may not accept any gift or gratuity from any vendor, contractor or agent with whom the Tukwila Pool Metropolitan Park District transacts or refers business.

~~5.8.~~8.6. Political Activities

Tukwila Pool Metropolitan Park District employees may participate in political or partisan activities of their choosing provided that District resources and property are not used, and the activity does not adversely affect the responsibilities of the employees in their positions. District employees may not campaign on District time or property or while in their Tukwila Pool Metropolitan Park District uniform or while representing the District in any way. Employees may not authorize others to use Tukwila Pool Metropolitan Park District facilities or funds for political activities.

~~5.8.1.~~8.6.1. Any District employee who meets with or may be observed by the public or otherwise represents the District to the public while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours.

~~5.8.2.~~8.6.2. Employees shall not solicit for a contribution for a partisan political cause on Tukwila Pool Metropolitan Park District property or District time.

~~8.7~~8.7. Non-Solicitation Policy

The District believes its employees and the public should have the opportunity to work and receive District services without interference from persons who are pursuing a purpose not related to the District's normal business.

~~8.7.1~~8.7.1. The District does not allow non-employees to come onto District property or buildings to solicit employees or other members of the public or to distribute literature or other materials for any purpose at any time, unless authorized by the Director of Aquatics Operations~~Executive Director~~, the District Administrator, or their designee.

~~8.7.2~~ Employees are prohibited from soliciting or distributing any form of non-work related literature or other materials during work time or in work areas. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

8.7.2. ~~.~~

~~8.8~~8.8. Tobacco-Free Workplace

For health and safety considerations and in accord with State law, the Tukwila Pool Metropolitan Park District prohibits the use of any tobacco product in or near the Tukwila Pool Metropolitan Park District building. Employees may use tobacco products at least 25 feet away from Tukwila Pool Metropolitan Park District vents, entryways and walkways that might be used by patrons near or around the building.

~~1.1.1.~~ 8.8.1.

~~1.1.18.~~ Employees using tobacco products outside the building in accordance with this policy are requested to remove or cover their TPMPD uniform or anything that identifies them as a

TPMPD employee or choose a location out of view from the public.

~~8.9~~8.9. Use of District Phones, Computers and Other Equipment

The District regards phones, desks, computers, file cabinets, furniture, and other equipment and work spaces as the District's property, and reserves the right to inspect them if, in its sole discretion, it determines that there is a security, health, or other business reason to do so. This includes oral or written communications made using District equipment or supplies such as communications stored or made on District computers, cell phones, telephone systems, E-mail or voice mail. District equipment should be used by employees for official District business only. An employee's misuse of District services, telephones, equipment or supplies can result in disciplinary action, including termination.

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8.9.1. Phones – Staff are permitted to use District phones for TPMPD business. Use of District phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited.

~~8.9.1~~

8.9.1.1. Management staff are permitted to use their personal cell phones while on duty for TPMPD business if they choose to do so. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment in the work place. Staff should be aware that any written communication (email or text messages) relating to the business of the TPMPD sent from a personal phone may be considered a public record and will subject the device to discovery in the event of a public records request or litigation.

~~8.9.1.1~~

~~8.9.1.2~~8.9.1.2. Other employees are permitted to use personal cell phones only while on an authorized break and in a staff room. On duty use of personal cell phones may be cause for disciplinary action.

8.9.2. Computers - By using the district's technology resources, employees acknowledge and agree there is no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit in or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the technology resources as permitted under this policy. Employees should understand that all email messages, other electronic communications, and documents created on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of a public records request or litigation. The District reserves the right to monitor and inspect any data that employees create, store, or transmit on or over district systems.

~~8.9.2~~ .

8.9.2.1. Correspondence, e-mail or other documents or information created or accessed by an employee on District computers is not private or confidential. Even after correspondence or documents have been deleted, it is still possible to retrieve and read them. For these reasons, employees should not use TPMPD computers for any information considered personal or private.

~~8.9.2.1~~

8.9.2.2. When using the District's computer system, employees are using District property. As a result, any documents, comments and use of the District's computer system must be appropriate to the District's business activities.

~~8.9.2.2~~

8.9.2.3. Because E-mail is a business communications tool, all E-mail messages should be business-like and professional in tone and content. Obscene, vulgar, offensive, illegal, or unprofessional communication through E- mail is forbidden. This includes, but is not limited to:

~~8.9.2.3~~

8.9.2.3.1. Obscene, vulgar, profane, abusive, or threatening language or graphic representations; such as “flaming” (exhibiting anger though vitriolic content and/or implied yelling by using all capital letters);
~~8.9.2.3.1~~

8.9.2.3.2. Statements, jokes or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
~~8.9.2.3.2~~

8.9.2.3.3. Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.
~~8.9.2.3.3~~

8.9.2.3.4. Jokes or non-work related chain emails of any nature.
~~8.9.2.3.4~~

8.9.2.3.5. Communications that violate the personal privacy of, or are disrespectful of, any individual.
~~8.9.2.3.5~~

8.9.2.3.6. Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling.
~~8.9.2.3.6~~

8.9.2.4. Standard security protocols should be followed at all times. This includes, but is not limited to:
~~8.9.2.4~~

8.9.2.4.1. Users are expected to choose and safeguard strong passwords for work-related accounts. Passwords are to be provided to Tukwila Pool Metropolitan Park District management whenever requested or changed.
~~8.9.2.4.1~~

8.9.2.4.2. No user may access computer systems with another user’s password or account information unless authorized by Tukwila Pool Metropolitan Park District management.
~~8.9.2.4.2~~

8.9.2.4.3. Each user is responsible for ensuring that use of outside computers, portable digital equipment (i.e. thumb drives, phones, cameras or iPods) or outside networks such as those accessed through the internet, does not compromise the security of Tukwila Pool Metropolitan Park District or its customers.
~~8.9.2.4.3~~

8.9.2.4.4. New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.
~~8.9.2.4.4~~

8.9.2.5. Software piracy is not permitted at any time as it is a violation of federal law to make, authorize the making of or use a copy or adaptation of any third party software, except as specifically granted in the licensing agreement. Violation of copyright laws will result in disciplinary action up to and including termination, reimbursement of lost revenue or resources and possible criminal prosecution that could include fines up to $250,000 and imprisonment for up to five years or both.
~~8.9.2.5~~

8.9.2.6. Internet is provided on Tukwila Pool Metropolitan Park District computers to assist with the performance of the work and is intended solely as a source of communication, information and research for business purposes only. Tukwila Pool Metropolitan Park District employees are permitted the use of the internet only for work-related activities, and are expected to use good judgment and common sense whether on-duty or off. Persons found in violation of these policies are subject to disciplinary action, including possible termination and civil and criminal liability.
~~8.9.2.6~~

8.9.2.7. Tukwila Pool Metropolitan Park District computers and internet may never be used to:
~~8.9.2.7~~

8.9.2.8. View or access or write obscene, vulgar, profane, abusive, or threatening websites, messages or graphic representations including “trolling” (extremely negative remarks in a public forum) or flaming (see 8.9.2.3.1).
~~8.9.2.8~~

8.9.2.9. View or access websites or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
~~8.9.2.9~~

8.9.2.10. View or access websites that depict nudity, pornographic images, or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships.
~~8.9.2.10~~

8.9.2.11. View or access websites in furtherance of any gambling activity, including, but not limited to, fantasy sports sites, "football pools" and any forms of legal or illegal gambling.
~~8.9.2.11~~

8.9.2.12. Download games or other entertainment software, including MP3-type music players or files, Real Audio streamers, internet radio, screen savers or to play games over the internet.

~~8.9.2.12~~8.9.2.13. It is prohibited to access Social Media sites, or use video streaming services such as, but not limited to, YouTube, HULU, Netflix, HBO-on-Demand, etc., except in the performance of bona-fide work related activities.

~~8.9.3~~8.9.3. Other Equipment - Tukwila Pool Metropolitan Park District employees will be required to periodically use equipment provided for them by TPMPD. Use of this equipment is contingent upon its proper use and care.~~–~~

~~8.9.4~~8.9.4. Employees who misuse TPMPD equipment, particularly those who disregard safety standards or willfully cause damage or through egregious carelessness, will be subject to disciplinary action up to and including termination.

~~8.10~~8.10. Personal Property

Employees may bring and use their personal property (i.e. pictures, awards, knick- knacks, etc.) at work; however, by bringing such items to work the employee assumes all risk of loss due to theft, breakage, or any other type of damage to such property. Personal items that may be offensive to others, including items that may violate the District’s harassment or discrimination policies, may not be brought into the workplace. Personal use of electronic devices (cell phones, tablets, mp3 players, etc.) for phone calls, texting, or other electronic communication shall be restricted for use in the break room or private offices except in case of emergency or when used for TPMPD business.

~~8.10.1~~8.10.1. Employees should have no expectation of privacy for personal items brought into the TPMPD facility. The district reserves the right to examine personal property such as purses and backpacks.

~~8.11~~8.11. Responsibility for Facility Security

District keys and security codes are considered confidential District property and shall not be shared with any unauthorized users. The Manager(s), Director of Aquatics Operations,~~Executive Director~~ or designee, shall control distribution of keys and security codes. Any loss of District keys or breach of security codes must be reported immediately to the Manager(s), Director of Aquatics Operations~~Executive Director~~, or designee.

~~8.12~~8.12. Employee Parking

Employees are asked not to park in the spaces facing the front entrance of the building as these are reserved for pool patrons. The District assumes no responsibility for vehicles or their contents in these parking areas.

~~8.13~~8.13. Contact with News Media

The ~~Executive Director, or designee and~~ TPMPD Board President, or the Director of Aquatics Operations, or ~~or~~ designee, are responsible for all official contacts with all~~the~~ news media, including answering ~~of~~ questions from the media before or after any event or emergency. The TPMPD Board President, or the Director of Aquatics Operations~~Executive Director~~, or designee, may designate specific employees to give out procedural, factual or historical information on particular subjects on a case by case basis.

~~8.27~~8.14. Dispute Resolution

The District recognizes that sometimes situations arise in which an employee feels that he/she has not been treated fairly or in accordance with District rules and procedures. For this reason the District provides its employees with procedures for resolving disputes.

~~8.27.1~~8.14.1. Step 1: An employee should first try to resolve any problem or complaint with his/her direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her, if possible.

8.14.2. Step 2: If the employee is not satisfied with the response from his/her Supervisor, the employee may submit the problem, in writing, to the Director of Aquatics Operations~~Executive Director~~, or designee within ten working days after receiving their direct supervisor's response. The written complaint must contain, at a minimum:

8.14.2.1. A description of the problem;

8.14.2.2. A specific practice, guideline, or procedure, which the employee believes, has been misapplied;

8.14.2.3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

8.14.2.4. The remedy sought by the employee to resolve the dispute.

8.14.3. The Assistant Aquatics Manager or the Director of Aquatics Operations, or the District Administrator, ~~Executive Director~~ may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten working days of any such meeting, if possible. Such determination is generally the final decision regarding the employee's specific complaint. In the instance where the~~-~~ Director of Aquatics Operations, or the District Administrator,~~Executive Director~~ is the subject of the complaint, the TPMPD Board President, or designee, will perform the actions normally done by the Director of Aquatics Operations, or the District Administrator.

~~1.1.26.~~ 8.15. Open Door Policy, ~~Executive Director.~~

~~8.19~~ Suggestions and Complaints

All employees are encouraged to make suggestions which will improve the safety or efficiency of District operations or employee job satisfaction. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group and the Director of Aquatics Operations~~Executive Director~~. -

~~8.19.1~~8.15.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the Director of Aquatics Operations ~~Executive Director~~ at any time.~~–~~

~~8.19.2~~8.15.2. The District Administrator's and Director of Aquatics Operations' ~~Executive Director's~~ doors ~~is~~ are always open to employees who can email, call, or stop by, to speak anytime about an issue that has meaning to them as a TPMPD staff member.~~–~~

~~8.19.3~~8.15.3. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation at hand.~~–~~

~~8.19.4~~8.15.4. Employees are encouraged to interact with members of the Board of Commissioners and volunteers in an open and collegial manner. However, it ~~is not~~ not appropriate for employees to bypass their supervisors to bring operational suggestions or complaints to members of the Board of Commissioners only if they have already used their chain of command in an attempt to resolve their issues. This prohibition does not include reporting policy or ethics violations committed by the Director of Aquatics Operations, or the District Administrator, ~~Executive Director~~ as outlined in the Whistleblower Policy.

~~8.22~~8.16. Litigation~~–~~

From time-to-time Tukwila Pool Metropolitan Park District may be involved in legal actions. The only persons authorized to receive tort claims, legal summons, and lawsuit filings for the Tukwila Pool Metropolitan Park District is the District's **Claims Agent** (currently the District's retained ~~A~~attorney) and the **Claim's Agent**, upon receipt of a tort claim, summons, subpoena duces tecum, or lawsuit is responsible for promptly notifying the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or the Board President, or the District's retained a~~A~~ttorney, and the District's liability-insurance carrier. No other persons or employees are authorized or allowed to accept legal service on behalf of the District. Any unauthorized person should advise the process server of the appropriate method of serving the TPMPD.

9. Whistleblower Policy

~~1.~~ The Tukwila Pool Metropolitan Park District encourages reporting by its employees of improper governmental action taken by District officers or employees and protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

~~12.~~

~~12.1.~~**9.1. Purpose**

The TPMPD Whistleblower Policy is designed to protect TPMPD employees who report improper or unethical conduct in good faith. Conversely, anyone found to have knowingly and purposefully submitted misleading reports will have violated the good faith protections of this policy.~~–~~

~~12.2.~~**9.2. Definition of Improper Governmental Action**~~-~~

Any action by a District officer or employee:~~-~~

~~12.2.1.~~9.2.1. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and

~~12.2.2.~~9.2.2. That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.

~~12.2.3.~~ Improper governmental action does not include ~~personnel actions~~, ~~including employee grievances, complaints~~, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, ~~dismissals~~, suspensions, demotions, or reprimands.

9.2.3.

~~12.3.~~**9.3. Procedures for Reporting**

District employees who become aware of improper governmental actions should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred.

~~12.3.1.~~9.3.1. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or designee.

~~12.3.2.~~9.3.2. If the employee reasonably believes the improper governmental action involves the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or any designee, the employee may raise the issue directly with the President of the Board of Commissioners.

~~12.3.3.~~9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for

investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

~~12.3.4.~~9.3.4. The supervisor and the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental action.

9.3.4.1. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.

~~1)~~

~~2)~~9.3.4.2. After an investigation has been completed, the employee reporting the improper governmental action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

~~12.3.5.~~9.3.5. District employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to reoccur. A list of governmental agencies to whom the employee may wish to report can be found in Appendix B to this handbook.

~~12.3.6.~~9.3.6. District employees who fail to make a good-faith attempt to follow the District's procedures in reporting improper governmental action ~~do~~ may not receive the protections against retaliatory actions provided by the District in these procedures.

~~12.5.~~**9.4.** **Protections Against Retaliatory Actions.**

District officials and employees are prohibited from taking retaliatory action against a District employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

~~12.5.1.~~9.4.1. Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

~~12.5.2.~~9.4.2. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or designee. Director of Aquatics Operations, or the District Administrator~~The Executive Director~~, or designee will endeavor to take appropriate action to investigate and address complaints of retaliation.

9.4.3. If the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or designee does not satisfactorily resolve a District employee's complaint that he or she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice within 30 days after the occurrence of the alleged retaliatory action to the District Board of Commissioners that:

~~12.5.3.~~

9.4.3.1. specifies the alleged retaliatory action and

~~1)~~

~~2)~~9.4.3.2. specifies the relief requested

~~12.5.4.~~9.4.4. District employees are required to provide a copy of their written notice to the Director of Aquatics Operations or the District Administrator~~Executive Director~~, or designee. The District will endeavor to respond within 30 days to the charge of retaliatory action.

~~12.5.5.~~9.4.5. After receiving either the response of the District or 30 days after the delivery of the charge to the District, the District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing shall deliver the request for hearing to the Director of Aquatics Operations, or the District Administrator~~Executive Director~~, or designee within the earlier of either 15 days of delivery of the District's response to the charge of retaliatory action, or 45 days of delivery of the charge of retaliation to the District for response.

~~12.5.6.~~9.4.6. Upon receipt of request for hearing, the District may apply, within five working days, to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

~~12.5.7.~~9.4.7. The District will consider any recommendations provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

~~12.7.~~9.5. Responsibilities.

The Director of Aquatics Operations and the District Administrator~~Executive Director~~, or designee, are~~is~~ responsible for implementing the District's policies and procedures for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are posted where employees will have reasonable access to them, are made available to any employee upon request, and are provided to all newly-hired employees. Supervisors are responsible for ensuring the procedures are implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, including termination.

10. Performance Counseling, Discipline & Termination

The TPMPD endeavors to hire responsible, thoughtful people capable of growth and self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently fail to improve their performance or commit serious violations of TPMPD policy should not expect continued employment with the TPMPD. ~~Performance issues are evaluated on a case-by-case basis and Tukwila Pool Metropolitan Park District is not required or obligated to take any preliminary steps before imposing a disciplinary sanction, including termination.~~

~~1.~~ **10.1.**

~~**1.13.**~~ **Authorization**

Over the Director of Aquatics Operations, the District Administrator and the Bookkeeper, as well as over all other employees, the TPMPD Board of Commissioners has full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case. Additionally, ~~T~~the Director of Aquatics Operations, ~~Executive Director~~ and designated supervisors, have full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case.

~~**1.14. At Will Employment**~~

~~Unless otherwise specified by resolution or a written employment contract, all employees are employed on an at-will basis and the District is under no express or implied obligation to take any preliminary steps before releasing an employee from their position.~~

~~**10.3**~~**10.1. Performance Counseling**

Performance counseling is intended to increase an employee's efficiency and value to the District by improving the employee's conduct, attitude, habits, or work methods. A counseling session is held between the supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a guideline, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to Tukwila Pool Metropolitan Park District by changing the employee's conduct, approach, habits, or work methods. Following the counseling session, the supervisor should document the discussion in writing. In the event that counseling is ineffective, management may decide that an employee is not suited to employment with the TPMPD.

~~**10.4**~~**10.2. Other Disciplinary Actions**

If the employee has not responded positively to performance counseling and the management believes that an employee may benefit from further disciplinary actions, they may choose to provide the employee with a written reprimand, suspension (without pay for a defined period of time), or probation. Because of the at-will nature of the relationship, the TPMPD is not required to implement these forms of discipline prior to termination.

~~**10.6**~~**10.3. Termination**

Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Tukwila Pool Metropolitan Park District. ~~All employment with the TPMPD is at-will and therefore may be ended by either party with or without warning at any time (except as noted in Section 3.5.2).~~

~~Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Tukwila Pool Metropolitan Park District. All employment with the TPMPD is at-will and therefore may be ended by either party with or without warning at any time (except as noted in Section 3.5.2).~~

10.4.1 Situations requiring termination may include, but are not limited to:

~~1.2.16~~

10.3.1.1. When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.

~~1.2.16.1~~ 10.4.1.2 When the employee has violated the law or TPMPD policy or rules of employee conduct.

10.4.1.3 When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.

~~1.2.16.2~~

~~1.2.16.3~~10.4.1.4 When the District determines that termination of the employee is in the best interest of the District.

~~1.2.17~~10.4.1.5 When the nature of a violation warrants termination, the supervisor ~~should~~ must prepare a written report to the Director of Aquatics Operations~~Executive Director~~. The written report ~~should~~ must include:

a) The reason(s) for the termination;

b) Copies of the notes from any previous performance counseling, warnings or corrective actions that may be relevant;

c) A brief summary of the employee's work record and length of employment with the District; and

d) Any other relevant information.

The Director of Aquatics Operations ~~Executive Director~~ will review the report and support the supervisor in the termination process to ensure that all policies and applicable laws are followed. The written report shall be included in the employee's personnel file.

11.

~~34.~~ ~~R~~ Rules of Conduct

The Tukwila Pool Metropolitan Park District places as few restraints on employee personal conduct as possible. The District relies on each employee's good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities. However, for the protection of the District's business interests and other employees, certain rules of conduct have been established. The rules are formalized here for each employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to disciplinary action.

11.1. Prohibited Behaviors and Activities

The following is a partial list of behaviors and activities that are not appropriate for TPMPD employees. Staff members who engage in these behaviors and activities will be subject to disciplin~~e~~ary action, up to and including termination.

~~1.1.3.~~11.1.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale.

~~1.1.4.~~11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records.

~~1.1.5.~~11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District.

~~1.1.6.~~11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property.

11.1.5. Violation of the anti-weapons, anti-alcohol or anti-drug policies.

~~1.1.7.~~

~~1.1.9.~~11.1.6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.

11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to: ~~1.1.10.~~

11.1.7.1. Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty. ~~1.1.10.1.~~

~~1.1.10.2.~~11.1.7.2. Use of abusive, insulting or obscene language to any supervisor or other employee.

~~1.1.11.~~11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees.

~~1.1.12.~~11.1.9. Deliberate attempts to injure another employee or fighting on District property.

~~1.1.13.~~11.1.10. Sleeping during work hours.

~~1.1.14.~~11.1.11. Unauthorized ~~Unauthorized pp~~ossession of firearms, explosives or any dangerous weapons while performing District work.

~~1.1.15.~~11.1.12. Recklessness resulting in a serious accident while on duty.

~~1.1.16.~~11.1.13. Workplace harassment or other unlawful discrimination or retaliation directed toward another employee or other individual in the workplace.~~-~~

~~1.1.17.~~11.1.14. Use of District property or time for personal financial gain.

~~1.1.18.~~11.1.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions.

~~1.1.19.~~11.1.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor.

~~1.1.20.~~11.1.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor.

~~1.1.21.~~11.1.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises.

~~1.1.22.~~11.1.19. Failure to exercise the care and attention to one's work as required by the circumstances.

~~1.1.23.~~11.1.20. Unexcused or excessive absences, or tardiness.

~~1.1.24.~~11.1.21. Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the Director of Aquatics Operations ~~Executive Director~~ or designee.

~~1.1.25.~~11.1.22. Loafing or spending unnecessary time away from the job while on duty.

~~1.1.26.~~11.1.23. Unauthorized possession or use of any District property, equipment or materials.

~~1.1.27.~~11.1.24. Violation of any district policy or procedure.

~~1.3.~~**11.2. Off Duty Conduct**

It is desirable, whether off-duty or on-duty, that an employee's conduct reflect favorably on the employee, his/her fellow employees and the District. Off-duty misconduct may result in discipline when it renders an employee less capable of performing their duties and responsibilities, or when it reflects unfavorably upon an employee's continuing qualifications for employment, or puts the district,

either directly, indirectly, or proximately, in a bad public light.

Appendix A

TPMPD ~~Salary and Wage Schedule~~
Position Descriptions
Effective Novem~~Jan~~ber 1, 2017

TPMPD Positions:

1. **Director of Aquatics Operations**
2. **Assistant Aquatics Manager**
3. **Bookkeeper**
4. **District Administrator**
5. **Head Lifeguard**
6. **Lifeguard/Swim Instructor/Water Exercise Facilitator**
7. **Front Desk Attendant**

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

Director of Aquatics Operations (Experience Required)

SUMMARY

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

QUALIFICATIONS

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

RESPONSIBILITIES

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

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

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

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

HOURS, SALARY & BENEFITS

- This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.
- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: $55,000.00 - $65,000.00 per year DOE
- Benefits: Our benefits package includes family use of the facility, a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.

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

Assistant Aquatics Manager

SUMMARY

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

QUALIFICATIONS

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

RESPONSIBILITIES

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

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

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

HOURS, PAY & BENEFITS

- This position is hourly, non-exempt. The Tukwila Pool facility is open 363 days per year (closed Thanksgiving & Dec 25) and management staff are expected to take turns working other holidays.
- Evenings and/or weekends are required, flexible scheduling available.
- Rate of Pay: $18.00 - $23.00 per hour depending on experience and/or advanced certifications.
- Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% of pay (to be used as needed for medical, dental, child- or elder care or retirement plan), plus paid vacation, sick leave and floating holidays.

- An 'active month' is defined as one in which the Assistant Aquatics Manager has worked at least 104 hours or more over 30 days (equal to about 24 hours per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  ~~0~~1. ~~1~~ Step up requires a minimum of 12 active months of previous equivalent experience.
  ~~0~~2. ~~2~~ Steps up requires a minimum of 24 active months of previous equivalent experience.
  ~~0~~3. ~~3~~ Steps up requires a minimum of 36 active months of previous equivalent experience.
- For Assistant Aquatics Mangers, certain high value certifications or qualifications may qualify them for a one Step increase per qualifying item. This increase will remain in effect only as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed. Examples of high value certifications or qualifications include:
  ~~0~~1. Lifeguard Instructor (LGI).
  ~~0~~2. Water Safety Instructor Trainer (WSIT).
  ~~0~~3. 1 year or more pool maintenance experience (AFO or CPO is not an equivalent substitute).
- An Assistant Aquatics Manager must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 1250 hours to move up to the next Step, whichever comes later.

BOOKKEEPER (EXPERIENCE REQUIRED)

SUMMARY

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Use QuickBooks Online, following the establishing a chart of accounts; in keeping with all TPMPD financial policies and procedures.
- Maintains accurate records by verifying, allocating, and posting transactions.
- Balances accounts by reconciling entries.
- Maintains historical records by filing documents.
- Prepares monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Suggests and implements standards and best practices for ensuring accurate, detailed financial information.
- Complies with RCW 42.56 requiring transparency in all communications and documents.
- On-going self-education on accounting best practices
- Contributes to team effort by contributing in other areas as needed.

REQUIRED SKILLS AND QUALIFICATIONS:

- Data entry skills
- Attention to detail
- Understanding and ability to implement basic accounting principles
- Ability to analyze information and forecast potential results
- Attention to detail, thoroughness
- Good internal and external customer service skills

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

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

  The work environment described here is representative of what an employee would encounter while performing the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee will sometimes be exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level of the work environment is sometimes loud, especially in the natatorium.

SCHEDULE, PAY & BENEFITS:

This position is part-time (approximately 10 hours per week) and the schedule may be adjusted to accommodate the employee but hours must fall between 9am and 3pm Monday through Friday. The pay is $15 per hour and the position is classified as non-exempt. Benefits for this position include use of the facility for the employee and immediate family and a 50% discount on food and drink sold at the front desk. No other benefits are available.

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

District Administrator **(Experience Required)**

SUMMARY

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

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

QUALIFICATIONS

Knowledge and Education

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

Skills

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

Attributes

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

RESPONSIBILITIES

District

- Provide Board Support including recommendations and guidance, including policies and related procedures.
- Provide financial oversight for the District.
- Maintain and safeguard the District's assets, records and document.

- Ensure District compliance with Washington State asset acquisition, inventory management and disposal processes and records maintenance.
- As the designated Public Information Officer for the District, maintaining all necessary trainings and certifications.

Administrative

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

BUDGET AND FINANCE

- Audit, review and provide guidance to the Board of Commissioners to ensure all aspects of the District (operational and district related) operate within the approved annual budget.
- Collaborate with the Director of Aquatics Operations, in developing and preparing the annual operational budget.
- Develop and prepare District related areas of budget.
- Prepare any annual budget amendments as needed for Board approval by Nov.1 and timely submission to State agencies. Oversee the District operations to ensure expenditures are within the Board approved annual budget.

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

WORKING CONDITIONS

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

HOURS, WAGE & BENEFITS

- This position is hourly, part-time (20-25 hours/week).
- The successful candidate is expected to work 20-25 hours/week and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required.
- Wage: $25/hour.
- Benefits: Our benefits include family use of the facility; an allowance equal to 15% of gross hourly wage, up to 25 hours/week, to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases.
- Step A represents the entry/hiring rate for the position.
- A District Administrator must work at least 40 hours or more over 30 days to remain active.
- A District Administrator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.
- Step increases of $1~~300~~.00 per hour, per year, are based solely on 12 months of .625 FTE satisfactory service in the ~~equivalent~~ position at the Tukwila Pool.

HEAD LIFEGUARD

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

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

PHYSICAL DEMANDS & WORKING ENVIRONMENT

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

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

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
  The noise level in the work environment is usually loud when in the facility.
- Step A represents the entry/hiring rate for this position. (There are no premiums awarded for instructing or opening.)
- An 'active month' is defined as one in which the Lifeguard or Instructor worked at least 40 hours or more over 30 days.
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  1. One Step up requires a minimum of 12 active months of previous equivalent experience.
  2. Two Steps up requires a minimum of 24 active months of previous equivalent experience.
  3. Three Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Head Lifeguards with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Head Lifeguard must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours in that position to move up to the next Step, whichever comes later.

LIFEGUARDS, SWIM INSTRUCTORS & WATER EXERCISE FACILITATORS

- A Lifeguard or Swim Instructor working a Lifeguard shift is paid the Lifeguard rate. Swim Instructors are eligible to receive a $1 per hour premium for the time they spend instructing students.
- A Lifeguard who works the opening shift Monday through Friday is eligible for a $1 per hour premium
  for that shift. This premium does not apply to those who are scheduled after opening (5:45 am).
- An 'active month' is defined as one in which the Lifeguard, Instructor or Facilitator worked at least 40 hours or more over 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  ~~0~~1. ~~1~~ Step up requires a minimum of 12 active months of previous equivalent experience.
  ~~0~~2. ~~2~~ Steps up requires a minimum of 24 active months of previous equivalent experience.
  ~~0~~3. ~~3~~ Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Lifeguards/Swim Instructors with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Lifeguard, Swim Instructor or Water Exercise Facilitator must be satisfactorily employed
  by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later. For example:
  1. Lifeguard X regularly works 2 shifts per week throughout the year and will be eligible for a Step increase after 12 months. If they obtain their LGI Certification, they may move up another Step.
  ~~0~~2. Lifeguard Y works one or two shifts per month during the school year and 30 hours per week during the summer season and will be eligible for a Step increase after they have accrued 500 hours.
  3. Lifeguard Z worked 2 shifts per week throughout the year but was put on a 3-month probation for a performance-related issue and will be eligible for Step increase after 15 months.

FRONT DESK ATTENDANTS

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

Essential Duties and Responsibilities

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

Minimum Qualifications

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

Physical Demands & Working Environment

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

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

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

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

Rate of pay

$11 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

Hours/Shifts

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

- Step A represents the entry/hiring rate for this position.
- An 'active' month is defined as one in which the Front Desk Attendant worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 eight-hour shift per week).
- As with the Lifeguard/Instructor positions, Front Desk Attendants must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.
- The Front Desk Lead position is assigned expanded responsibilities and tasks. This position is not based on seniority, but on experience and skills to handle the additional duties.

FRONT DESK LEAD

Duties

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

Rate of pay

$12 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

Appendix B.1

TPMPD ~~2017~~ Wage & Salary Schedule, 2017

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	$11.50	$12.25	$13.00	$14.00	$15.00	$16.00
Head Lifeguard	$14.00	$15.00	$16.00	$17.00	$18.00	$19.00
Instructor or Opening shift	$12.50	$13.25	$14.00	$15.00	$16.00	$17.00
Water Aerobics Instructor	$11.50	$12.25	$13.00	$14.00	$15.00	$16.00
Front Desk	$11.00	$12.00				
Front Desk Lead	$12.00	$13.00	$14.50			
Bookkeeper	$15.00	$16.00				
Assistant Manager	$18.00	$19.00	$20.00	$21.00	$22.00	$23.00
District Administrator	$25.00	$26.00				
Director of Aquatics Operations (1.0 FTE)	$55,000-$65,000					

Appendix B.2

TPMPD Wage & Salary Schedule, 2018~~2018 Wage & Salary Schedule~~

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	$12.00	$12.50	$13.25	$14.00	$15.00	$16.00
Head Lifeguard	$14.50	$15.25	$16.00	$17.00	$18.00	$19.00
Instructor or Opening shift	$13.00	$13.50	$14.25	$15.00	$16.00	$17.00
Water Aerobics Instructor	$12.00	$12.50	$13.25	$14.00	$15.00h	$16.00
Front Desk	$11.50	$12.00	$13.00			
Front Desk Lead	$12.50	$13.00	$14.00	$15.00		
Bookkeeper	$15.50	$16.00	$17.00			
Assistant Manager	$18.50	$19.00	$20.00	$21.00	$22.00	$23.00
District Administrator	$25.00	$26.00				
Director of Aquatics Operations (1.0 FTE)	$55,000-$65,000	$57,080-$67,080				

Appendix CB

Regulating Government Agencies

Following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Director of Aquatics Operations, District Administrator, ~~Executive Director~~ or the President of the Board of Commissioners ~~President~~.

KING COUNTY

King County Ombudsman
(General Complaints)
516 Third Ave, Rm W1039
Seattle, WA 98104
206-477-1050

King County Environmental Division
Code Enforcement
206-296-6880
1-888-437-4771 after hours/emergency

King County Prosecuting Attorney
http://www.kingcounty.gov/depts/prosecutor.aspx
Criminal Division, 206-269-9000
Economic Crimes (Fraud) Division, 206-477-3733
Civil Division, 206-477-1120

King County Health Services Hazardous Waste
http://your.kingcounty.gov/solidwaste/cleanup/report-dumping.asp
206-296-7483

STATE OF WASHINGTON

Attorney General's Office
Fair Practices Division
2000 Bank of California Center
900 Fourth Avenue
Seattle, WA
(206) 464-6684

State Auditor's Office
Legislative Building
P.O. Box 40021
Olympia, WA 98504-0021
(206) 753-5280

State Department of Ecology
3190 160th S.E.
Bellevue, WA 98008-5852
(206) 649-7000

Human Rights Commission
402 Evergreen Plaza Bldg., FJ-41
711 South Capitol Way
Olympia, WA 98504-2490
(888) 811-5974

State Department of Health
Health Consumer Assistance
P.O. Box 4789
Olympia, WA 98504-7891
(800) 525-0127

Department of Labor & Industries
Fraud Prevention and Compliance
P.O. Box 44278
Olympia, WA 98504-4278
(888) 811-5974

State Liquor Control Board
Enforcement Customer Service
(360) 664-9878
Email: EnfCustomerService@liq.wa.gov

Department of Natural Resources
P.O. Box 68
Enumclaw, WA 98022
(206) 825-1631

Puget Sound Water Quality Authority
P.O. Box 40900
Olympia, WA 98504

Department of Social & Health Services
Special Investigation Office
5200 Southcenter Blvd., Suite 23

(206) 493-9300

Tukwila, WA
(206) 764-4048
Fraud Complaints - (800) 562-6906

UNITED STATES

Department of Agriculture
Office of Inspector General
915 Second Avenue
Seattle, WA
Supervisor Auditor
(206) 553-8290
Supervisor Special Agent Investigation
(206) 553-8286

Alcohol Tobacco & Firearms
Criminal Enforcement
915 Second Avenue
Seattle, WA
(206) 553-4485

Consumer Product Safety Commission
Hot Line
(800) 638-2772

U.S. Attorney - Seattle, WA
800 Fifth Avenue
Seattle, WA
(206) 553-7970

U. S. Customs Service
Office of Enforcement
909 First Avenue
Seattle, WA
(206) 553-7531

Department of Commerce
Office of Inspector General
Office of Audits
915 Second Avenue
Seattle, WA
(206) 553-0801

Equal Employment Opportunity Commission
2815 Second, Suite 500
Seattle, WA
(206) 553-0968

Government Accounting Office
Fraud Hot Line
800-424-5454

U. S. Department of Education
Office of Inspector General
915 Second Avenue
Seattle, WA
Audits - (206) 553-0657
Investigations - (206) 553-1482

Environmental Protection Agency
Criminal Investigations
1200 Sixth Avenue
Seattle, WA
(206) 553-8306

Federal Trade Commission
915 Second Avenue
Seattle, WA
(206) 553-4656

Federal Emergency
Management Agency
130 228th Street S.W.
Bothell, WA
(206) 487-4600

Department of Health & Human Services
Food & Drug Administration
22201 23rd Drive S.E.
Bothell, WA
Trade Complaints - (206) 483-4949

General Services Administration
915 Second Avenue
Seattle, WA
Office of Inspector General
Audits - (206) 931-7650
Investigations - (206) 931-7654
Law Enforcement - (206) 553-0290

Office of the Regional Secretary
General Counsel's Office,
Inspector General
Audits - (206) 553-0452
Investigations - (206) 553-0229

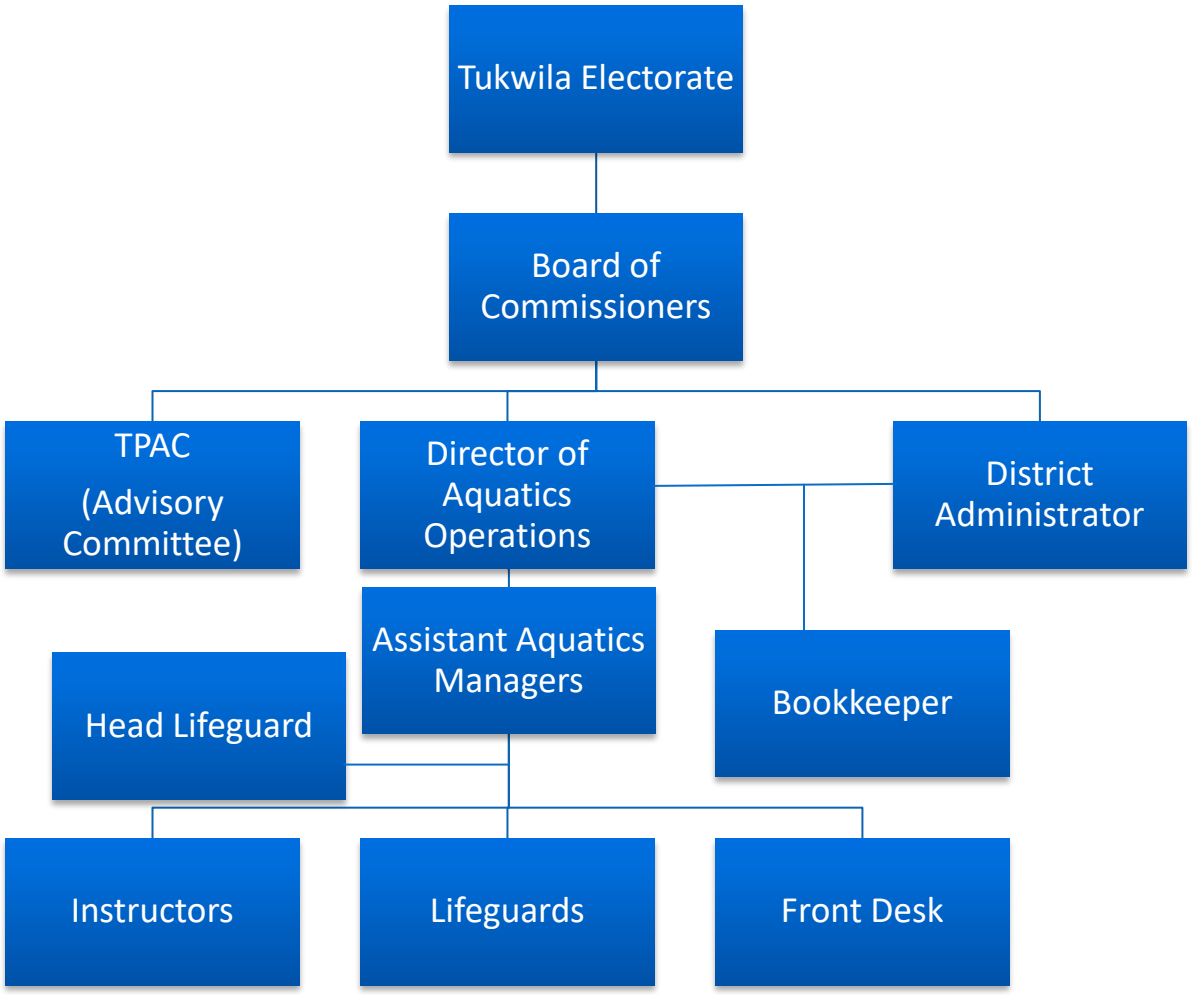
Department of Housing &
Urban Development
Office of Counsel
1321 Second Avenue
Seattle, WA
(206) 553-4976

Interstate Commerce Commission
915 Second Avenue, Room 1894
Seattle, WA 98174
(206) 553-5421

Office of Inspector General
Audits - (206) 553-0270
Investigations - (206) 553-0272
(206) 553-7990

Appendix DC

Tukwila Pool Metropolitan Park District
Organizational Chart



TPMPD
Employee Handbook: Acknowledgement and Agreement

My signature hereon ~~This~~ confirms that I,~~:~~ _____,
(Printed Name)
~~•~~ _____

~~•~~ have received ~~and~~, read, understand and agree with the provisions of the Tukwila Pool Metropolitan Park District's Employee Handbook, and:

- I understand and agree to follow, promote, and abide by these policies; and~~-~~
- I understand and agree that these policies do not imply or guarantee employment or promise specific treatment in specific situations; and
- I understand and agree that no one in the Tukwila Pool Metropolitan Park District has the authority to enter into any agreement for employment for a specified period of time or to make other representations or agreements inconsistent with these policies unless it is in writing signed by a duly ~~n~~ authorized Tukwila Pool Metropolitan Park District representative; and
- I understand and agree that the policies and procedures contained herein may be revised and updated by the Tukwila Pool Metropolitan Park District at any time; and
- I understand and agree that these policies revoke and supersede any prior handbooks, statements of employment policies, guidelines and procedures, or employment manuals, handbooks, or other documents previously issued by the Tukwila Pool Metropolitan Park District; and
- I understand and agree that my employment with the Tukwila Pool Metropolitan Park District is at-will; and
- I understand and agree that it is my responsibility to read, understand, and comply with the policies contained in this handbook, and any future revisions made to it; and
- I should consult my manager or the ~~Executive~~ Director of Aquatics Operations regarding any questions I may have that I believe are not answered in the handbook.

Printed Name: _____

Signature: _____ ~~-~~Date:~~-~~_____

Copy this page, sign it and return it to the Director of Aquatics Operations ~~Executive Director~~. A ~~S~~signed copy of this agreement ~~is to~~will be kept in the Human Resources files.

Proposal of Holiday Schedule for 2018:

Holiday:	History:	
	2016	2017
December 31st New Year's Eve 7am-3pm	No scans, no $ for sales	9 scans; $40 in sales
Jan 1st New Year's Day: Hours 7am-3pm	9 scans and $40 in sales	13 scans $42 in sales
May 28th Memorial Day: Hours 7am-3pm	26 scans ; $269 in sales (1 person came before 7am)	14 scans; $109 in sales
July 4th Independence Day: Hours 7am-3pm	19 scans, $93 in sales	20 scans; $140 in sales
September 3 Labor Day: Hours 7am-3pm	28 scans, $137 in sales	24 scans; $66 in sales
December 31st Christmas Eve: Hours 7am-1pm	14 scans, $16 in sales	14 scans; $29 in sales

Thoughts:

-Pay time and ½ each of these days?- staff asked for this

-From a budgeting stand point it is cheaper to just be closed all day based on numbers that come to the pool. My thoughts are to either be closed all day or go to limited hours like suggested above.

-Thanksgiving Day and Christmas Day we are closed all day already.

-Seattle pools are closed on Labor day, Veterans day, Thanksgiving day and the day after Thanksgiving, Christmas Eve limited hours, closed Christmas day and New Years Eve.

INFORMATIONAL MEMORANDUM
TUKWILA POOL METROPOLITAN PARK DISTRICT

TO: TPMPD Board

FROM: Finance Committee

DATE: October 9, 2017

SUBJECT: 2018 Budget Review

OVERVIEW: Attached please find the first draft of the 2018 TPMPD Proposed Budget. A copy of this budget was provided in early September to the Commissioners and TPAC. The Finance Committee received the attached questions from TPAC.

ACTION: This is being brought to the board for discussion and suggestions. The Finance Committee will be meeting in October to adjust the budget in respect to this discussion as well as other feedback. The Finance Committee intends to bring a 2nd version of the budget to the Commissioners at the November meeting. The TPMPD Board must approve a budget before the end of the year.

Tukwila Pool Metropolitan Park District
Budget 2018 DRAFT

	A	B	C	D	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	**2015 Budget**	**2016 Budget**	**2016 Actuals**	**2017 Budget**	**Projection for 2017: August 2016 - July 2017 Actuals**	**District Admin 2018 Proposed**	**DOAO 2018 Proposed**	**2018 Proposed**
2	**Unrestricted Opening Balance**				**198,375.00**	**198,389.00**	**238,546.00**	**271,557.67**			**319,906.04**
3	**Revenues**										
4	**General Property Tax**										
5	Real and Personal Property Tax	311.10.00	Based on estimates provided by King County	716,042.00	790,492.00	795,676.52	862,277.00	846,040.89	865,499.83		948,504.70
6			**Total 311 General Property Tax**		**790,492.00**	**795,676.52**	**862,277.00**	**846,040.89**	**865,499.83**	**-**	**948,504.70**
7	**Local Retail Sales & Use Taxes**										
8	Sales Tax Collected	313.11.00	10% of Taxable sales	-	5,738.00	6,108.63	5,453.00	6,879.97	7,038.21		6,750.00
9			**Total 313 Local Retail Tax**		**5,738.00**	**6,108.63**	**5,453.00**	**6,879.97**	**7,038.21**	**-**	**6,750.00**
10	**Merchandise**										
11	Taxed Merchandise Taxable	341.70.10	Gatorade, goggles, swimcaps, shirts, etc.	183.00	1,700.00	2,390.84	3,000.00	2,730.97		3,000.00	3,000.00
12	Untaxed Merchandise Non-taxable	341.70.20	all consumable products sold (except Vitamin Water and Gatorade)	-	700.00	1,332.36	1,900.00	2,286.66		2,000.00	2,000.00
13			**Total 341 Merchandise**		**2,400.00**	**3,723.20**	**4,900.00**	**5,017.63**	**-**	**5,000.00**	**5,000.00**
14	**Cultural and Recreation**										
15	Activity Fees (General Passes) Taxable	347.30.10		3,000.00	20,400.00	23,641.12	22,500.00	21,761.09		22,000.00	22,000.00
16	Activity Fees (General Admissions) Taxable	347.30.20		2,883.00	31,200.00	29,895.49	27,000.00	34,696.69		35,000.00	35,000.00
17	Activity Fees (Special Events) Taxable	347.30.30		141.00	1,800.00	1,314.61	1,600.00	2,078.61		2,000.00	2,000.00
18	Program Fees (Swim Classes) Non-taxable	347.60.10	2016 Budget did not take scholarships into account. 2018 $10,000 scholarships for Tuk residents, $10,000 grant total= $20,000 scholarship	10,341.00	80,000.00	61,278.50	93,000.00	59,453.45		60,000.00	60,000.00
19	Program Fees (Exercise Classes) Non-taxable	347.60.20		189.00	1,500.00	330.89	800.00	497.89		200.00	
20	Program Fees (Lifeguard Classes) Non-taxable	347.60.30	*2018: 10 patrons at $125 each		1,000.00	-	1,000.00	505.00		1,250.00	1,250.00
21	Other Fees (pass through to Red Cross) Non-taxable	347.90.00	Income from patrons paying for lifeguard class cert fee is included with total fee. *2018 estimated 10 patrons x $35=$350		200.00	100.00	300.00	105.00		350.00	350.00
22			**Total 347 Cultural and Recreation**		**136,100.00**	**116,560.61**	**146,200.00**	**119,097.73**	**-**	**120,800.00**	**120,600.00**
23	**Interest**										
24	Interest Earnings	361.10.00		100.00	850.00	2,564.03	2,500.00	4,125.79	4,220.68		4,220.00
25			**Total 361 Interest**		**850.00**	**2,564.03**	**2,500.00**	**4,125.79**	**4,220.68**	**-**	**4,220.00**
26	**Rents, Leases and Concessions**										
27	Rentals (Short-Term, One Time) Taxable	362.40.10	Provide customer information	1,825.00	3,600.00	5,049.92	3,000.00	5,026.49		5,000.00	5,000.00
28	Equipment and Locker Rentals - Taxable	362.40.20		133.00	1,000.00	328.76	1,200.00	793.77		500.00	500.00
29	Rentals (Long-Term/Contracted) Non-taxable	362.40.30	CAAT $35,917.75; Kennedy $19400; Foster $2100; Synchro $4200; Alaska $1000; Tukwila camps $2900, Kayack $10,500, Tukwila Parks and Rec $2,800; Seattle Gosbel Union $500 =$76,600	2,500.00	42,000.00	54,186.00	50,000.00	90,256.85		76,600.00	76,600.00
30			**Total 362 Rents, Leases and Concessions**		**46,600.00**	**59,564.68**	**54,200.00**	**96,077.11**	**-**	**82,100.00**	**82,100.00**

Tukwila Pool Metropolitan Park District
Budget 2018 DRAFT

	A	B	C	D	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
31	**Contributions from Private Sources**										
32	Cash Donations Non-taxable	367.10.10	Not tax deductable	83.00	250.00	190.00	250.00	641.00	655.74		200.00
33	Gifts In-Kind Non-taxable	367.10.20	Not tax deductable			-		-	-		
34			**Total 367 Contributions**		**250.00**	**190.00**	**250.00**	**641.00**	**655.74**	**-**	**200.00**
35	**Miscellaneous Revenue**										
36	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information					64.27	65.75		
37	Other Miscellaneous Revenue Non-taxable	369.91.00	provide detail if used			(23.84)		(523.45)	(535.49)		
38	Adult Free Passes Applied	369.91.20	20% of those distributed				60.00	-	-		
39	Youth Free Passes Applied	369.91.30	20% of those distributed				300.00	9.00	9.21		
40	Scholarship Funds Applied	369.91.10	Include name of recipient		10,000.00	10,069.37	10,000.00	9,790.49		10,000.00	10,000.00
41	Discounts Applied	369.91.40	(added Spring 2017)					(44.00)	(45.01)		
42	Gift Certificates	369.91.50	(added Spring 2017)					322.00	329.41		
43	Deposit Over / Short	369.91.90						-	-		
44			**Total 369 Miscellaneous Revenue**		**10,000.00**	**10,045.53**	**10,360.00**	**9,618.31**	**(176.14)**	**10,000.00**	**10,000.00**
45	**Sales of Capital Assets**										
46	Sales of Capital Assets	395.10.00						272.73	279.00		
47			**Total 395 Sale of Capital Assets**		**-**	**-**	**-**	**272.73**	**279.00**	**-**	**-**
48	**Nonrevenue Transfers In**										
49	Transfers In from Capital Improvement Fund	397.00.10			50,000.00			-	-		
50			**Total 397 Transfers-In**		**50,000.00**	**-**	**-**	**-**	**-**		
51	**Grant Revenue**										
52	Grant Subsection 1										
53	Grant Subsection 2										
54	Grant Subsection 3										
55	Grant Subsection 4										
56			**Total 458 Grants**								
57	**Total Revenue**				**1,042,430.00**	**994,433.20**	**1,086,140.00**	**1,087,771.16**	**877,517.33**	**217,900.00**	**1,177,374.70**

Tukwila Pool Metropolitan Park District
Budget 2018 DRAFT

	A	B	C	D	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
58	**Expenditures**										
59	**Board Expenditures**										
60	BOC Stipend	576.20.100.10.00	3 @ $114 per meeting x 15 meetings		5,000.00	1,605.50	5,130.00	4,455.50	4,557.98		5,130.00
61	**BOC Supplies**										
62	BOC Office Supplies	576.20.100.30.10	business cards, etc		250.00	64.51	100.00	15.29	15.64		100.00
63	BOC Equipment	576.20.100.30.20	Gavel, nameplates, etc.		200.00	185.19	100.00	73.42	75.11		100.00
64	BOC Meeting Food	576.20.100.30.30	retreat		250.00	120.97	250.00	51.13	52.31		250.00
65	**BOC Services**										
66	Consultant Fees	576.20.100.40.10			500.00	23.50	500.00	-	-		500.00
67	Transcription Services	576.20.100.40.20	$360 per meeting (avg.) x 15 meetings		3,200.00	5,634.00	5,400.00	4,626.00	4,732.40		1,000.00
68	Meeting Site Rental	576.20.100.40.30			1,000.00	670.00	600.00	370.00	378.51		600.00
69	Public Records Request	576.20.100.40.40			1,000.00	16.43	500.00	-	-		500.00
70	BOC Travel (non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.		200.00		200.00	-	-		200.00
71	**BOC Development**										
72	Travel/Transportation	576.20.100.40.61	For development purposes only		200.00	58.45	200.00	-	-		200.00
73	Tuition/Registration Fees	576.20.100.40.62			650.00	250.00	650.00	-	-		650.00
74	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or ED position		1,000.00	812.73	200.00	135.00	138.11		200.00
75	**BOC Intergovernmental Costs**										
76	Election Costs	576.20.100.50.10	billed in 2018 for the 2017 election cycle		5,900.00	5,988.43	-	-	-		6,000.00
77			**Total 576.20.100 Board Expenditures**		**19,350.00**	**15,429.71**	**13,830.00**	**9,726.34**	**9,950.05**	**-**	**15,430.00**
78	**Executive Expenditures**										
79	**Executive Salaries & Wages**										
80	Wages Executive Director/District Administrator	576.20.200.10.10	(*2016 Actual includes Admin Dir for 2 months)	3,750.00	45,000.00	43,854.09	46,456.00	42,791.19	43,775.39		37,740.00
81	Other Taxable Compensation (Benefit Stipend)	576.20.200.10.20	(*see note above)		6,750.00	5,343.75	6,968.00	6,187.50	6,329.81		5,661.00
82	**Executive Personnel Benefits**										
83	***Non-Taxable Benefits***										
84	FICA	576.20.200.20.11	Included in Pool Personnel Benefits		3,646.00		4,087.00	-	-		
85	Unemployment	576.20.200.20.12			912.00		2,420.00	-	-		
86	L & I	576.20.200.20.13			456.00		122.00	-	-		
87	**Executive Development**										
88	Travel/Transportation	576.20.200.40.11	For development purposes only		200.00		70.00	-	-		150.00
89	Tuition/Registration Fees	576.20.200.40.12			500.00		500.00	-	-		500.00
90	Travel (non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.		650.00	1,296.25	200.00	-	-		200.00
91			**Total 576.20.200 Executive Expenditures**		**58,114.00**	**50,494.09**	**60,823.00**	**48,978.69**	**50,105.20**	**-**	**44,251.00**

Tukwila Pool Metropolitan Park District
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1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
92	**Shared Expenditures**										
93	**Shared Salary & Wages**										
94	Wages Bookkeeper	576.20.300.10.10	part time 15 hours/week		12,500.00	1,436.25	7,500.00	7,678.95		12,500.00	12,500.00
95	***Non-Taxable Benefits***										
96	FICA	576.20.300.20.11	Included in Pool Personnel Benefits				575.00	-	-		
97	Unemployment	576.20.300.20.12					450.00	-	-		
98	L & I	576.20.300.20.13					70.00	-	-		
99	**Shared Supplies/Equipment**										
100	***Office/Computer Supplies/Equipment (consumable)***										
101	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, laminating, deposit slips, batteries	250.00	1,000.00	852.04	1,000.00	1,029.24		1,500.00	1,500.00
102	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	208.00	900.00	388.96	800.00	203.21		250.00	550.00
103	***Office/Computer Supplies/Equipment (non-consumable)***										
104	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	41.00	1,000.00	1,005.49	1,000.00	557.35		1,000.00	1,000.00
105	Computer Equipment (replacement)	576.20.300.30.14	replacement laptop or desktops *2018 Need to replace old laptop $500, reserving $1000 for any computer (2) that might go bad	333.00		-	1,000.00	306.59		1,000.00	2,500.00
106	**Shared Services**										
107	IT/Computer Service	576.20.300.40.10	Set up possible 2 computers in 2018		3,400.00	444.40	1,000.00	1,563.11		1,500.00	2,000.00
108	Legal Services	576.20.300.40.20			13,750.00	5,037.00	10,000.00	5,994.00	6,131.86		10,000.00
109	***Communication Services***										
110	Telephone	576.20.300.40.31			2,190.00	181.28	-	-	-		
111	Postage	576.20.300.40.32			500.00	103.15	200.00	105.15		200.00	200.00
112	Website & email hosting	576.20.300.40.33	Rackspace & Bluehost		500.00	1,399.83	1,300.00	1,312.88		1,500.00	1,500.00
113	Internet/VoIP Phones	576.20.300.40.34	Broadview phone & T9 & Comcast public WiFi		7,500.00	8,190.38	7,750.00	7,132.75		7,500.00	7,500.00
114	Software Programs/Subsciptions (non-financial)	576.20.300.40.35	Office ($850), Adobe DC ($200),When to Work ($360)		720.00	1,504.02	1,500.00	949.76		1,500.00	1,500.00
115	Advertising/Posting Fees	576.20.300.40.36	For posting DOAO position only			455.00	200.00	784.00	802.03		200.00
116	Printing & Copying Services	576.20.300.40.37	For Ricoh & other non-program printing services		3,000.00	4,854.70	4,700.00	5,478.52		5,000.00	5,500.00
117	Bank Charges	576.20.300.40.40			1,800.00	801.26	2,300.00	430.30	440.20		1,000.00
118	Payroll Services	576.20.300.40.50	$5614.60 year $60.50 timeclock, $230/month		2,820.00	5,440.76	5,000.00	5,614.60		5,700.00	6,000.00
119	Membership Dues	576.20.300.40.60	Annual: Costco $55, WRPA $580, MRSC Rosters $120		960.00	700.00	1,000.00	755.00		800.00	1,000.00
120	Miscellaneous Services	576.20.300.40.70	note how used in detail		1,000.00	0.02	500.00	-	-		500.00
121	***Risk Management Services***										
122	Security & Fire Alarm	576.20.300.40.81	Monitoring $90/month = $1080, Yearly Inspection $320		4,170.00	4,423.71	4,200.00	2,125.16		1,400.00	2,500.00
123	Pest Control	576.20.300.40.82	Orkin - quarterly $165.51 total $662.04		800.00	655.13	700.00	662.04		662.04	700.00
124	Insurance	576.20.300.40.83	WCIA - Travelers		12,420.00	12,148.00	12,612.00	12,722.00		13,000.00	13,000.00
125	Fingerprinting (WSP)	576.20.300.40.84	*2018- $52.75 per person x 15 people + $7.5 average to police department for doing the fingerprinting ($5 for res, $10 non res)			62.09	800.00	212.09		$900.00	900.00
126	***Financial Services***										
127	Independent	576.20.300.40.91	Independent			7,098.35		-			
128	CPA Services	576.20.300.40.92	Including assistance with State Audit from CPA 2017 bill may come in 2018 so budgeting for this bill to come then		10,000.00	7,458.50	10,000.00	7,345.00		10,000.00	10,000.00
129	Software Programs (financial)	576.20.300.40.93	QuickBooks Online Subscription $75/ quarter =$300		500.00	262.44	500.00	337.44		300.00	500.00
130	**Shared Intergovernmental Services**										
131	External Taxes and Operating Assessments	576.20.300.50.10	include description		5,000.00	49.00	1,000.00	-	-		
132	Washington Business License	576.20.300.50.20					-	-	-		
133	Tukwila Business License	576.20.300.50.30					-	-	-		
134	Annual Permits	576.20.300.50.40	King Co Health		800.00	593.00	600.00	593.00		650.00	650.00
135	Interlocal Agreements	576.20.300.50.50					-	-	-		
136	State Audit	576.20.300.50.60	to be conducted in 2017		5,000.00		13,500.00	-	-		
137			**Total 576.20.300 Shared Expenditures**		**92,230.00**	**65,544.76**	**91,757.00**	**63,892.14**	**7,374.09**	**66,862.04**	**83,200.00**

Tukwila Pool Metropolitan Park District
Budget 2018 DRAFT

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1	Item Description	GL Code	Notes	**2015 Budget**	**2016 Budget**	**2016 Actuals**	**2017 Budget**	**Projection for 2017: August 2016 - July 2017 Actuals**	**District Admin 2018 Proposed**	**DOAO 2018 Proposed**	**2018 Proposed**
138	**Swimming Pool Expenditures**										
139	**Swimming Pool Salaries and Wages**										
140	Lifeguards	576.20.400.10.10	*see attached worksheet	5,833.00	65,116.00	71,867.59	96,000.00	85,457.30		123,050.00	126,450.00
141	Instructors	576.20.400.10.20	*see attached worksheet	2,916.00	32,642.00	37,391.80	52,000.00	47,074.11		42,500.00	42,500.00
142	Head Guards	576.20.400.10.30		2,916.00	43,275.00	36,090.33	-	-			
143	Director of Aquatic Operations	576.20.400.10.40		4,166.00	55,000.00	56,705.55	55,000.00	43,406.64		65,000.00	67,080.00
144	Assistant Aquatics Managers	576.20.400.10.50	2 mangers at $21/hour x 34 weeks =$57,120; 18 weeks (yearly raise same time for both) x $22/hour = $31680 Total =$88,800 rounded to $89,000	4,166.00	40,000.00	30,261.64	75,000.00	70,251.33		89,000.00	89,000.00
145	Front Office	576.20.400.10.60	4,102.05 hours x $12.20 averge salary = $50,044.40 roudned up to $50,100 *see worksheet for more details **includes sick leave pay		45,197.00	40,562.32	44,000.00	36,554.31		50,100.00	50,100.00
146	Overtime	576.20.400.10.70	Managers overtime=$5000/year total for 2 peole . Part-time staff overtime=$2500 Totaling $7500		-	1,365.00	-	9,593.39		7,500.00	7,500.00
147	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80	DOAO $65,000, AM $89,000, 15% x $154,000 = $23,100		14,520.00	12,652.39	19,500.00	16,820.97		23,100.00	23,100.00
148	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90				4,185.68		4,171.41	4,267.35		
149	**Swimming Pool Personnel Benefits**										
150	***Non-Taxable Benefits***										
151	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	1,832.00	22,850.00	25,901.58	26,124.00	28,326.19		28,977.69	35,707.22
152	Unemployment	576.20.400.20.12	TPMPD's contribution (5.5% up to $44K)	717.00	5,712.00	19,213.46	18,178.00	18,522.48		18,948.50	25,671.86
153	L&I	576.20.400.20.13	TPMPD's contribution	1,040.00	2,856.00	9,105.79	9,500.00	10,222.13		10,457.24	15,000.00
154	Other Benefits (non-cash)	576.20.400.20.20		1,812.00			-				
155	**Swimming Pool Supplies**										
156	***Program Supplies and Equipment***										
157	Exercise Classes	576.20.400.30.11	foam dumbells		200.00	179.40	200.00	139.80		200.00	200.00
158	Swim Classes/Instruction	576.20.400.30.12	dive toys, Foamies, crates, floatation devices, wall hooks, clipboards, display easels	125.00	1,800.00	513.30	1,200.00	193.04		500.00	500.00
159	Special Events	576.20.400.30.13	food, inflatables, games supplies, wristbands	41.00	1,400.00	1,003.56	1,400.00	1,910.55		2,400.00	2,400.00
160	Staff Uniforms	576.20.400.30.14	shirts, swimsuits, hip packs, badges, lanyards, whistles **would like to have managers polo shirts 2018	250.00	2,000.00	2,359.00	1,700.00	3,126.89		2,000.00	2,000.00
161	Safety Supplies Equipment	576.20.400.30.15	life jackets, first aid supplies, biohazard supplies, rescue tubes ** more lifejackets for 2018	83.00	2,250.00	1,635.95	1,700.00	3,829.99		2,500.00	2,500.00
162	Lifeguard Class Supplies and Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes					156.44		150.00	150.00
163	Drop In/Open Swim Supplies	576.20.400.30.17	kickboards, finns, wristbands					164.25		300.00	300.00
164	***Maintenance and Repairs Supplies***										
165	Pool Chemicals	576.20.400.30.21	Aquatic Specialty, Airgas, The Pool Guy Plus **adding them degreasing the filters 2 times a year as part of their service	666.00	10,634.00	11,802.64	11,000.00	13,267.29		14,000.00	14,000.00
166	Janitorial Supplies	576.20.400.30.22		250.00	4,400.00	6,199.61	6,000.00	6,260.37		6,500.00	6,500.00
167	Tools and Equipment	576.20.400.30.23	cords, hoses, locks, drill bits, etc.		600.00	1,392.49	1,500.00	1,504.21		1,000.00	1,000.00
168	Landscaping Supplies	576.20.400.30.24	ice melt, lawn repair chemicals, equipment rentals, plants, bark **yearly mulch $700, new plants $1300		500.00	435.83	500.00	678.57		2,000.00	2,000.00
169	Resale Inventory	576.20.400.30.30			1,200.00	3,032.40	2,600.00	3,443.59		3,500.00	3,500.00
170	Miscellaneous Supplies	576.20.400.30.40	Include description		200.00	115.94	200.00	363.82	372.19		200.00

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1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
171	**Swimming Pool Services**										
172	Transaction Services/Merchant Fees	576.20.400.40.10	Rec 1 Services, Credit Card processing fees		4,800.00	5,221.19	6,500.00	7,022.17		7,200.00	7,200.00
173	Translation Services	576.20.400.40.20			500.00	766.21	500.00	766.21		800.00	800.00
174	***Advertising & Promotion***										
175	Outreach & Marketing Services	576.20.400.40.35	add'l services as needed				4,000.00	-	-		4,000.00
176	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochures included 500 for marketing grant		3,000.00	1,532.81	2,000.00	1,472.81		2,500.00	2,000.00
177	Printing & Copying	576.20.400.40.32	For brochures, banners, etc. want new signs for swim lessons info inside		4,000.00	3,362.13	4,000.00	3,411.40		4,000.00	4,000.00
178	Ads/Postings	576.20.400.40.33	pool staff & program promotion only		600.00	1,020.00	800.00	675.00		500.00	800.00
179	Promotional giveaways	576.20.400.40.34	program promotion only		1,000.00	521.67	800.00	492.20		500.00	500.00
180	**Staff Development**										
181	Travel/Transportation	576.20.400.40.41	For pool staff only		-		-	-	-		
182	Tuition/Registration Fees	576.20.400.40.42	Lifeguard re-cert (staff only), mgmt training & WSI or equivalent: 20 staff at $35/cert=$700		2,250.00	575.00	4,500.00	1,759.08		700.00	2,000.00
183	**Rentals and Leases**										
184	Equipment	576.20.400.40.51	lifeguard chair 1000; pool vacuum 3,600		1,000.00	452.00	500.00	-	-	5,000.00	5,000.00
185	Facility Ground Lease	576.20.400.40.52	Tukwila School District		11,497.00	11,497.50	11,497.00	11,497.50			
186	**Utilities**										
187	Electrical	576.20.400.40.61			16,000.00	15,033.65	16,000.00	13,737.67		16,000.00	17,600.00
188	Gas	576.20.400.40.62			48,000.00	46,044.27	49,000.00	53,960.99		55,000.00	58,000.00
189	Water	576.20.400.40.63			4,200.00	4,390.41	5,100.00	5,363.43		6,000.00	6,500.00
190	Sewer	576.20.400.40.64			7,920.00	1,091.96	4,200.00	1,485.55		1,500.00	1,500.00
191	Garbage Collection	576.20.400.40.65			900.00	-	1,000.00	-	-		1,000.00
192	Storm Drain	576.20.400.40.66					-	-			
193	Other Utilities	576.20.400.40.67					-	-			
194	**Repairs and Maintenance Services**										
195	Maintenance/Janitorial Service	576.20.400.40.71			-			-			
196	Landscaping/Groundskeeping Svcs	576.20.400.40.74						-			
197	Facility Repairs/Maintenance	576.20.400.40.72	Aquatic Specialty Monthly Service in 2017 moved to equipment next line items for equimpent service for 2018 budget, McKinstry Preventative Maintenance, plumbing repairs, HVAC repairs		20,000.00	20,533.89	20,000.00	36,910.55		40,000.00	40,000.00
198	Equipment Repairs/Maintenance	576.20.400.40.73	Aquatic Specialties month service, boiler, surge pit, handrails/ladders, chemicals, pumps, *2018 Mckinstry quaterly service fee is $1631.33 total $4894/year preventative maint service hvac and boiler *2018 Aquatic Spec. $165/month total $1980/year for chlorinator service 2018 Change DE filters $3,100 2018 Drain pool, acid wash, fix joint line, replace some missing tiles, repaint black line on bulk head $6,000		4,000.00	3,444.26	4,000.00	5,305.40		16,500.00	16,500.00
199	Travel (non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.		200.00	16.62	200.00	37.66	38.53		200.00

Tukwila Pool Metropolitan Park District
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1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
200	**Miscellaneous Services**										
201	Scholarship Fund (Swim Lesson Fees)	576.20.400.40.91			10,000.00	10,069.37	10,000.00	9,790.49		10,000.00	10,000.00
202	Red Cross	576.20.400.40.92	Certification fees for Lifeguarding classes (non-staff) *2018 10 patrons at $35 each		200.00	991.00	780.00	466.00		350.00	350.00
203	Aerobics Partner (pass through)	576.20.400.40.93						-			
204	Other Services	576.20.400.40.94	Record all misc in detail for future budgeting		1,000.00	-	500.00	-	-		
205	Adult Free Passes	576.20.400.40.95	20% of those distributed				60.00	-	-		
206	Youth Free Passes	576.20.400.40.96	20% of those distributed				300.00	9.00	9.21		
207	Discounts Applied	576.20.400.40.97						-			
208	Gift Certificates	576.20.400.40.98						322.00	329.41		
209			**Total 576.20.400 Swimming Pool Expenditures**		**493,419.00**	**500,537.19**	**569,539.00**	**559,924.18**	**5,016.68**	**660,233.43**	**695,309.07**
210	**Sales Tax**										
211	Sales Tax Paid	586.00.300.00.00			5,738.00	4,776.24	5,453.00	7,208.68			6,750.00
212			**Total 586.00.300 Sales Tax**		**5,738.00**	**4,776.24**	**5,453.00**	**7,208.68**	**-**	**-**	**6,750.00**
213	**Debt Service Principle**										
214	City Bridge Loan (Principle)	591.76.300.70.10			105,692.00	105,692.32	107,826.00	106,916.65			110,002.05
215	Loans and Bonds (Principle)	591.76.300.70.20			93,737.00	93,737.30	96,428.00	95,073.06			99,195.63
216			**Total 591.76.300 Debt Service Principle**		**199,429.00**	**199,429.62**	**204,254.00**	**201,989.71**	**-**	**-**	**209,197.68**
217	**Debt Service Interest**										
218	City Bridge Loan (Interest)	592.76.300.80.10			15,766.00	15,765.44	13,632.00	14,541.11			11,455.71
219	Loans and Bonds (Interest)	592.76.300.80.20		1,553.00	19,393.00	19,392.70	16,702.00	18,056.94			13,934.37
220			**Total 592.76.300 Debt Service Interest**		**35,159.00**	**35,158.14**	**30,334.00**	**32,598.05**	**-**	**-**	**25,390.08**
221	**Park Facility Improvements and New Construction**										
222	CIP Supplies	595.76.300.30.00			25,000.00	25,917.53				35,200.00	
223	CIP Services	595.76.300.40.00			25,000.00	23,977.25	15,000.00				
224			**Total 595.76.300 Park Facility Improvements (CIP)**		**50,000.00**	**49,894.78**	**15,000.00**	**-**	**-**	**35,200.00**	**-**
225	**Transfers Out**										
226	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + additional addressed in CIP Budget		80,000.00		85,000.00	115,105.00			97,200.00
227			**Total 597.00.300 Transfers Out**		**80,000.00**	**-**	**85,000.00**	**115,105.00**	**-**	**-**	**97,200.00**
228	**Total Expenditures**				**1,033,439.00**	**921,264.53**	**1,075,990.00**	**1,039,422.79**			**1,176,727.83**
229											
230	***Opening Balance***				***198,375.00***	***198,389.00***	***238,546.00***	***271,557.67***			***319,906.04***
231	***Total Revenue***				***1,042,430.00***	***994,433.20***	***1,086,140.00***	***1,087,771.16***			***1,177,374.70***
232	***Total Expenditures***				***(1,033,439.00)***	***(921,264.53)***	***(1,075,990.00)***	***(1,039,422.79)***			***(1,176,727.83)***
233	***Ending Balance***			**-**	***207,366.00***	***271,557.67***	***248,696.00***	***319,906.04***			***320,552.91***
234	***Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures***										
235	3 Months Operational and Debt Service Expenses:			-	238,359.75	230,316.13	247,747.50	231,079.45	-	-	269,881.96
236	Requirement Met?			***YES***	***NO***	***YES***	***YES***	***YES***	***YES***	***YES***	***YES***

Tukwila Pool Metropolitan Park District
Budget 2018 DRAFT

	A	B	C	D	E	F	G	H	I	J	K
1	Item Description	GL Code	Notes	2015 Budget	2016 Budget	2016 Actuals	2017 Budget	Projection for 2017: August 2016 - July 2017 Actuals	District Admin 2018 Proposed	DOAO 2018 Proposed	2018 Proposed
237	**Tukwila Pool Metropolitan Park District** **2018 Capital Improvement Project/Lifetime Replacement Fund Budget**										
238			Notes	2015 Adopted Budget	2016 Adopted Budget	2016 Actuals	2017 Budget	Projection for 2017			2018 Proposed
239	**Unrestricted Opening Balance**			140,000.00	220,000.00	220,000.00	250,105.00	220,000.00			335,105.00
240	**Revenues**										
241	Transfers in from General Fund	*2016 Actuals: Flooring paid from General Fund, Remainder of 80K transferred		$80,000.00	$80,000.00	$49,895.00	$85,000.00	$80,000.00			80,000.00
242		*2017 Projection: Balance of 2016 Transfer						$35,105.00			17,200.00
243	**Total Revenue**			**$80,000.00**	**$80,000.00**	**$49,895.00**	**$85,000.00**	**$115,105.00**	**$0**	**$0**	**$97,200.00**
244	**Expenditures**										
245	CIP Expenditures	*2016 Actuals: Flooring *2018 Proposed: Diving Block Replacement			$50,000	$49,895					18,000.00
246		*2018 Proposed: Lighting Replacement									6,200.00
247		*2018 Proposed: Slide Maintenance									11,000.00
248	**Total Expenditures**			**-**	**50,000.00**	**49,895.00**	**-**	**-**	**-**	**-**	**35,200.00**
249											
250			***Opening Balance***	***140,000.00***	***220,000.00***	***220,000.00***	***250,105.00***	***220,000.00***	***-***	***-***	***335,105.00***
251			***Total Revenue***	***$80,000.00***	***$80,000.00***	***$49,895.00***	***$85,000.00***	***$115,105.00***	***$0.00***	***$0.00***	***$97,200.00***
252			***Total Expenditures***	***-***	***(50,000.00)***	***(49,895.00)***	***-***	***-***	***-***	***-***	***(35,200.00)***
253	**Ending Balance**			***220,000.00***	***250,000.00***	***220,000.00***	***335,105.00***	***335,105.00***	***-***	***-***	***397,105.00***

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

To: Tukwila Pool MPD Board of Commissioners
From: Christine Neuffer
Dated: October 5, 2017
Subject: 2018 Rates

ISSUE:

Consideration of Rates to be Applied Beginning January 1, 2018 in time for the November submission date to be included in the Tukwila Parks and Recreation Brochure.

FINANCIAL IMPACT

- If patronage stays the same and/ or increases there will be an increase in revenue for the fiscal calendar year of January 1, 2018 to December 31, 2018.
- With rate increases there is a risk that patrons will select a competing pool. If this occurs with some frequency, it could result in an overall loss of revenue.
- Increases could offset regulatory increases in wages and employee leave.

OPERATIONS IMPACT

- Rec 1 will need to be updated.
- Staff will need to be informed.
- Patrons will need to be informed.

BACKGROUND

Programming Committee has been tasked with reviewing rates. Programming recognizes that:

- that rates may need to be raised to keep up with increases in operating costs.
- taxpayers in Tukwila do contribute additional funds through property taxes and should continue to benefit from resident pricing.
- the pool is for use by the community and that the needs of our community should be considered in its rates.
- Programming recommended evaluating the impact of increasing rates across the board by 10 % percent and by increases of .50 cents.
- Programming recommended comparing the results to what other regional comparative pools are charging patrons.

RECOMMENDATIONS

These rate recommendations are the result of reviewing across the board 50 cent increases and 10% increases, then comparing them with other pools. In some instances, 50 cent increases have been recommended, in others 10% with some rounding up or down.

Recommended cent increases for the following:

Resident/Non-Resident Drop In from	$4.00 to $4.50	Increase of .50 Cents
Resident/Non-Resident Lap Swim from	$4.00 to $4.50	Increase of .50 Cents
Senior Lap Swim	$3.00 to $3.25	Increase of .25 Cents
Resident/Non-Resident Exercise from	$6.00 to $6.50	Increase of .50 Cents
Senior Water Exercise	$5.00 to $5.00	No change/ All pools at this rate.
Resident/Non-Resident Open Swim from	$4.00 to $4.50	Increase of .50 Cents
Resident/Non-Resident Family Swim from	$4.00 to $4.50	Increase of .50 Cents

Regarding Open Swim and Family Swim, we may want to consider that this pricing is below Seattle for adults, but not youth. It is higher than Kent Meridian but lower than Evergreen. Youth and Seniors pay less than adults for these activities.

Resident/ Non-Resident Teen Night	$2.00 to $2.50	Increase of .50 Cents
Resident/ Non-Resident No School	$2.00 to $2.50	Increase of .50 Cents

<u>Recommended Percentage Increases for Passes</u>:

Resident, 10-Punch Pass	$36.00 to $40.00	Increase of $4.00
Non-Resident, 10-Punch Pass	$40.00 to $44.00	Increase of $4.00
Other, 10-Punch Pass	$27.00 to $29.75	Increase of $2.75
Resident, 1-Month Pass	$39.00 to $43.00	Increase of $4.00
Non-Resident, 1-Month Pass	$49.00 to $54.00	Increase of $5.00
Other, 1-Month Pass	$28.00 to $31.00	Increase of $3.00
1-Month Family Pass	$78.00 to $85.00	Increase of $7.00
Resident, 3-Month Pass	$105.00 to $115.50	Increase of $10.50
Non-Resident, 3-Month Pass	$132.00 to $145.00	Increase of $13.00
Other, 3-Month Pass	$66.00 to $72.00	Increase of $6.00
Resident, 1-Year Pass	$308.00 to $339.00	Increase of $31.00
Non-Resident, 1-Year Pass	$388.00 to $426.00	Increase of $38.00
Other, 1-Year Pass	$187.00 to $205.00	Increase of $18.00

<u>Recommended Increases for Swim Lessons</u>:

Unit pricing will be used in this segment.

Resident	$5.50 to $6.00	Increase of .50

Non-Resident	$6.50 to $7.00	Increase of .50

Other pools price for age and class size. Preschool classes are $9.00 to $9.75 per class up to 4 students.

We do not price for pre-school aged children.

Increases for Rentals:

The spreadsheet shows the effect of 10 % increase in all categories. We recently raised the rental rates.

After additional discussion with operations the following increases are proposed:

Resident, Entire Pool	$110.00 to $121.00	Increase of $11.00
Non-Resident, Entire Pool	$135.00 to $148.50	Increase of $13.50
Resident, Deep End Only	$ 62.00 to $68.50	Increase of $6.50
Non-Resident, Deep End Only	$ 72.00 to $79.50	Increase of $7.50
Resident, Single Lap Lane	$ 11.00 to $12.00	Increase of $1.00
Non-Resident, Single Lap Lane	$18.00 to $20.00	Increase of $2.00

According to our current long-term contract, active contracts will not increase during the time that they are in force. Upon expiration new rates can be applied.

Rental Rate for Entire Pool During Operating Hours:

When a party wants to rent the entire pool during operating hours, when there would be other programming, there would be a loss of revenue. An example of this is a patron wants to rent the entire pool during a time when swim lessons are offered in the shallow end. If we granted the request with current pricing, there would be a substantial revenue loss for the swim lessons that would not be able to run.

At the present time, we do not have pricing for this circumstance, but there have been requests.

Business Pricing for Discussion:

At the present time, if a patron states that they work at a Tukwila business they pay a resident rate. The board will need to determine if we wish to continue this practice. There is no reliable process to verify that a patron works in Tukwila.

Tukwila Pool Rates - Comparison with other area pools

	Tukwila																						Kent- Meridian			Mt. Rainier Pool			Evergreen			Seattle			
Program	Resident	Unit Price	50-Cents	10%	Unit Price 2	Resident Total	Non-Resident	Unit Price3	50-Cents 2	10%3	Unit Price 4	Non-Resident Total	Other Resident	Unit Price 5	50-Cents 4	10% 5	Unit Price 6	Other Resident Total	Other Non-Resident	50-Cents 6	10% 7	Other Non-Resident Total	Adult	Other	Type	Adult	Other	Other Type	Adult	Other	Other Type	Adult	Other	Other Type	Program
Drop In	$ 4.00		$ 4.50			**$ 4.50**	$ 4.00		$ 4.50			**$ 4.50**	$ 3.00		$ 3.50			**$ 3.50**	$ 3.00	$ 3.50		**$ 3.50**				$ 3.75	$ 3.25	Senior	$ 5.00	$ 4.00	Senior / Student	$ 5.50	$ 3.75	Youth/Senior	Drop In
Lap Swim	$ 4.00		$ 4.50			**$ 4.50**	$ 4.00		$ 4.50			**$ 4.50**	$ 3.00		$ 3.50			**$ 3.50**	$ 3.00	$ 3.50		**$ 3.50**	$ 4.50	$ 3.25	Senior	$ 4.50			$ 5.00	$ 4.00	Senior / Student				Lap Swim
Water Exercise	$ 6.00		$ 6.50			**$ 6.50**	$ 6.00		$ 6.50			**$ 6.50**	$ 5.00		$ 5.50			**$ 5.50**	$ 5.00	$ 5.50		**$ 5.50**	$ 6.50	$ 5.00	Senior	$ 6.50	$ 5.00	Senior	$ 6.00	$ 5.00	Senior / Student	$ 6.00	$ 4.00	Senior	Water Exercise
Open Swim	$ 4.00		$ 4.50			**$ 4.50**	$ 4.00		$ 4.50			**$ 4.50**	$ 3.00		$ 3.50			**$ 3.50**	$ 3.00	$ 3.50		**$ 3.50**	$ 3.75												Open Swim
Family Swim	$ 4.00		$ 4.50			**$ 4.50**	$ 4.00		$ 4.50			**$ 4.50**	$ 3.00		$ 3.50			**$ 3.50**	$ 3.00	$ 3.50		**$ 3.50**	$ 3.75	$ 3.25	Senior							$ 50.00	$ 33.50	Senior/Youth Special	Family Swim
No School													$ 2.00		$ 2.50			**$ 2.50**	$ 2.00	$ 2.50		**$ 2.50**													No School
Teen Late Night													$ 2.00		$ 2.50			**$ 2.50**	$ 2.00	$ 2.50		**$ 2.50**													Teen Late Night
10 Punch	$ 36.00	$ 3.60		$ 40.00	$ 4.00	**$ 40.00**	$ 40.00	$ 4.00		$ 44.00	$ 4.40	**$ 44.00**	$ 27.00	$ 2.70		$ 29.75	$ 2.98	**$ 29.75**				**$ -**	$ 35.00	$ 30.00	Senior / Student	$ 35.00	$ 30.00	Senior	$ 45.00	$ 35.00	Senior/Student				10 Punch
1 Month	$ 39.00	$ 39.00		$ 43.00	$ 43.00	**$ 43.00**	$ 49.00	$ 49.00		$ 54.00	$ 54.00	**$ 54.00**	$ 28.00	$ 28.00		$ 31.00	$ 31.00	**$ 31.00**				**$ -**										$ 60.00	$ 45.00	Senior / Youth Special	1 Month
1 Month Family													$ 78.00	$ 78.00		$ 85.00	$ 85.00	**$ 85.00**				**$ -**													1 Month Family
3 Month	$ 105.00	$ 35.00		$ 115.50	$ 38.50	**$ 115.50**	$ 132.00	$ 44.00		$ 145.00	$ 48.33	**$ 145.00**	$ 66.00	$ 22.00		$ 72.00	$ 24.00	**$ 72.00**				**$ -**	$ 125.00	$ 100.00	Youth ($80 Senior)										3 Month
1 Year	$ 308.00	$ 25.67		$ 339.00	$ 28.25	**$ 339.00**	$ 388.00	$ 32.33		$ 426.00	$ 35.50	**$ 426.00**	$ 187.00	$ 15.58		$205.00	$ 17.08	**$ 205.00**				**$ -**	$ 430.00	$ 300.00	Youth ($200 Senior)										1 Year
Swim Lessons		$ 5.50	$ 6.00			**$ 6.00**		$ 6.50	$ 7.00			**$ 7.00**											$ 9.75	$ 9.75	Pre-School / Youth Levels 1-4		$ 9.75	Pre-School	$ 9.00	$ 9.00	Pre-School	$ 38.00	$ 13.00	Pre-School	Swim Lessons
																								$ 6.60	Youth 5-6		$ 6.60	Youth		$ 9.00	Youth / Intermediate / Advanced		$ 9.00	Kinder	
																														$ 11.00	Pre-Comp		$ 7.50	Youth	
																																	$ 25.00	Booking Fee	
Private/ Semi Private																																	$200.00	Damage Deposit	Private/ Semi Private
Short Term Rental																																	$28.00	Lifeguard Fee	Short Term Rental
1 to 25	$ 110.00			$ 121.00		**$ 121.00**	$ 135.00			$ 148.50		**$ 148.50**											$ 90.00	$ 99.00					$ 125.00						1 to 25
25 to 60	$ 135.00			$ 148.50		**$ 148.50**	$ 170.00			$ 187.00		**$ 187.00**											$ 120.00	$ 123.00					$ 165.00						25 to 60
61 to 100	$ 170.00			$ 187.00		**$ 187.00**	$ 205.00			$ 225.50		**$ 225.50**											$ 150.00	$ 165.00					$ 220.00						61 to 100
Entire Pool	$ 110.00			$ 121.00		**$ 121.00**	$ 135.00			$ 148.50		**$ 148.50**																							Entire Pool
Deep Only	$ 62.00			$ 68.20		**$ 68.20**	$ 72.00			$ 79.20		**$ 79.20**																							Deep Only
Single Lap Lane	$ 11.00			$ 12.10		**$ 12.10**	$ 18.00			$ 19.80		**$ 19.80**																							Single Lap Lane

INFORMATIONAL MEMO

Tukwila Pool Metropolitan Park District

To: TPMPD Board of Commissioners
From: Christine Neuffer
Date: October 6, 2017
Regarding: Review of Gender Restricted Programming

Background:
Tukwila Pool is a taxpayer funded public facility. There is a single pool housed in the facility.

Tukwila Pool offers gender restricted programming to its patrons. There is a program restricted only for males and a program restricted only for females. The male only program is from 8:00 pm to 9:30 pm on Thursday. A male water polo team is also currently scheduled during this time period. The female only program is from 3:30 pm to 5:00 pm on Sundays. There are no other group activities at that time. The female program also offers swim lessons when there is demand.

There are no age restrictions for the patrons.

During the program, the public may only access the building if they are of the unrestricted gender. For example, females may not enter the facility during the male program.

First responders (lifeguards and assistant managers) are scheduled to work the program according to their gender. A manager or assistant manager must be present at the both programs. The gender of all on-site employees must correspond with the program. For example, only female first responders may work at the time of the female program.

During the program, caregivers of the disabled have to be of the corresponding gender. For example, if the program is for males, and the disabled person is male, but the caregiver is female, the female would not be able to accompany the male disabled person into the facility.

Operational Impact:

- Because a gender program runs on late Sunday, it impacts the scheduling for the rest of the week.
- In order to avoid overtime, and have labor available by gender at the appointed times, the program affects scheduling of first responders throughout the week.

- Depending on staffing and availability by gender, overtime hours can occur particularly due to the program scheduled on Sunday. Operations has been committed to meeting the demands of the schedule. Gender scheduling of the program results in overtime.
- To run the program both a male and female assistant manager are needed. Gender cannot be considered in hiring or promotion.
- Staff polices the gender of patrons entering the building. They have requested patrons not to enter or to leave the building after entry due to gender.

Policies:
Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The District will not engage in or tolerate any discrimination in the workplace prohibited by local, state, or federal law. Specifically, no employee will be discriminated against on the basis of his or her sex/gender. TPMPD Employee Handbook.

In accordance with ADA Title II, The Tukwila Pool Metro Park District must ensure: Reasonable Access to services, programs and activities, accommodation of a person with disabilities, and provide for the identification of, and request resolution of accommodation within a service, program or activity of local government. 260 –ADA Accommodations.

Discussion:
Offering gender restricted programming is at the board's discretion. The question in front of the board is whether or not to continue to offer this program.

TUKWILA
Metropolitan Park District
POOL
We're All In!

RECEIVED

mail or deliver to:
Tukwila Pool MPD
Attn: Jen
4414 South 144th Street
Tukwila, WA 98168
Phone: (206) 248-7973

or email to:
JPCargill@tukwilapool.org
Website: www.tukwilapool.org

Application for Appointment
TUKWILA POOL ADVISORY COMMITTEE

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

DATE: 10/2/17

NAME: Cockrum (Last) Ivan (First) S (M.I)

ADDRESS: 16127 45th Ave S (Street) Tukwila (City) 98188 (Zip)

MAILING ADDRESS (if different): _____

HOME PHONE: _____ CELL/MOBILE PHONE: 206-818-2495

EMPLOYER: Self-employed E-MAIL: ivan@cockrumville.com

Please check all that apply to you:

- ☑ Tukwila Resident
- ☐ School District Representative
- ☐ Tukwila Business Owner/Representative
- ☐ Student (age 14-18)

HAVE YOU PREVIOUSLY SERVED ON BOARDS, COMMISSIONS, COMMITTEES AND/OR FOR VOLUNTEER GROUPS?

☑Yes ☐No

If "yes", please list and elaborate: About 10 years working with a non-profit arts group called Ignition Northwest, including 4 years as an elected board member.

AVAILABLE TO ATTEND MEETINGS: ☐ Daytime ☑ Evenings

FOR TUKWILA POOL METROPOLITAN PARK DISTRICT USE ONLY:

INTERVIEW DATE: _____ **APPOINTED:** ☐ **Yes** ☐ **No** **TERM EXPIRES:** _____

Professional/Community Activities (organizations, clubs, service groups, etc.):

Hobbies/Interests:
Building things.

Qualifications as related to this position:
Produced fundraising festivals for Ignition Northwest, on & off for about 10 years. Also managed their website and email accounts, designed a lot of their PR, ran board elections.

Other comments/additional information for consideration:

Ivan Cockrum
Applicant's Signature

10/2/17
Date

Note: Upon submission, all information on this form becomes public record. The content of this application is subject to confirmation. If selected to serve on this Committee, a successful outcome from a background check is required. For further clarification regarding this application, please call (206) 267-2350 ext. 102.