



DES MOINES POOL METROPOLITAN PARK DISTRICT

2017 BUDGET

Prepared By:

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Joe Dusenbury

Eric Kasnick

Marty Martinson



BUDGET

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BUDGET

DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON

AMENDED RESOLUTION NUMBER 2016 – 07

**Certifying Property Tax Levy and
Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2017**

WHEREAS, the King County Assessor has notified the Commissioners of the Metropolitan Park District of the estimated assessed valuation of property lying within the boundaries of said district for the year 2016 is \$3,145,350,484 and;

BE IT RESOLVED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District as follows:

1. The attached Exhibit A is adopted as the 2017 budget of the Des Moines Pool Metropolitan Park District.
2. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2016, to be collected in 2017 for the Des Moines Pool Metropolitan Park District in the amount of \$908,644 plus new construction of \$5,744 and refunds of \$1,258 for a total of \$915,642 plus increases due to increase of state assessed values.
3. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the Des Moines Pool Metropolitan Park District.
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

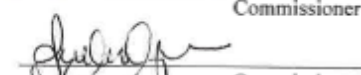
Clerk's Office	Accounting Division
Metropolitan King County Council	Department of Assessments
516 Third Avenue	500 Fourth Avenue
Room W-1025	Room 709
Seattle, WA 98104	Seattle, WA 98104

ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District, King County, Washington at a Regular Meeting this 1st day of November, 2016.



Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


District Clerk

Budget Message from the District Manager

Dear Citizens,

It is my pleasure to present the District Budget for the 2017 fiscal year. This budget reflects the District's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion.

2016 Accomplishments

In 2016, the District made several changes to move the District forward to increase customer-service, safety and overall effectiveness of the District.

First, the District switched its General Manager positions from a contracted position to District employee and set the 2017 budget to switch the clerk's position effective January 1st of 2017.

Second, the District restructured professional services contracts to provide higher levels of service and return on investment, while ensuring full-transparency of these tax-funded partnerships.

Third, the District improved safety through a safety audit, safety walkthroughs, and increased check-in procedures.

Fourth, the District worked on developing its new combined website. Set to launch in early 2017 it combines the Mount Rainier Pool and Des Moines Pool Metropolitan Park District websites. The combined website will provide access to interactive schedules and email notification of upcoming programming and district events. It is the district's objective that the re-design of the website will greatly improve the district's ability to communicate it's activities and services via a mobile-friendly format that is convenient for its constituents to access. .

Fifth, the District is updating its policies and procedures to meet current needs. As the district grows and evolves its policies need a format that will represent the vision of the district.

Finally, in 2016, the District completed a request for proposal for an Aquatic Feasibility Study that will be completed in 2017. The objective of the study is to answer questions on long-term funding of a 42-year old Mount Rainier Pool facility. The study is scheduled to be completed in October 2017. The District's contract to lease the Mount Rainier Pool is scheduled to expire in 2022. The study will assist the district with developing a schedule of long-term needs and the best strategy for moving beyond 2022.

2017 Financial Outlook

The District increased its levy rate to .29114 per thousand in 2017 to cover the costs of the Aquatic Feasibility Study and 2017 facility closure projects.

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The 2017 closure projects are scheduled to take place between July 17 and September 17. Although the District has contracted for an Aquatic Feasibility Study, that will determine the long-term funding strategy of the Mount Rainier Pool, there are short-term projects needed to address continued usability issues over the remaining contract life. These projects are estimated at \$750,000 for repairs to the moveable bulkhead, re-plaster of the pool, tile replacement on exterior of pool, repairs to the filter room floor, surge tank, spalling bricks, and other pool facility components needed for continued operations. The closure projects have been combined to reduce the likelihood of future facility closures due to system failure.

As part of the ongoing assessment and evaluation of the Des Moines Pool Metropolitan Park District, it is evaluating the current management contract of the pool. The District will assess factors to maximize safety, service and transparency. The District has enlisted the assistance of a national-leader in aquatic assessment to determine the best method to provide aquatic programs and maintain its aquatic facilities. The district timeline for completion of this assessment is set for the pool's re-opening on September 18, 2017.

The District will continue to explore ways to improve its aquatic services, and fiscal management throughout the budget year. Our goal is to maximize taxpayers' investment in our services.

We welcome feedback on the district budget and its content. Feel free to contact me via email (scott.deschenes@desmoinespool.org), telephone (206) 429-3852 or make an appointment to stop by our office at 22015 Marine View South, Des Moines.

I look forward to serving you this year.

Respectfully,

A handwritten signature in cursive script, reading 'Scott Deschenes', followed by a horizontal line.

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Values and Goals

Vision Statement

A water-safe community that honors our aquatic heritage

Mission Statement

**To enhance our community's quality of life by providing access to
and promoting participation in aquatic programs.**

Core Values

Accountability to the public we serve

Act with Integrity

Take Responsibility

Transparency

Treat people with dignity & respect

Goals

Understand & support our community's changing needs

Continue prudent use of taxpayer's funds

Promote & support aquatics programs

Provide a safe & functional facility

Communicate with the people we serve

Create a positive customer experience in terms of cost, quality, delivery, safety and morale

District Contact Information

Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

Web site: www.desmoinespool.com

Mount Rainier Pool

22722 19th Ave. S.

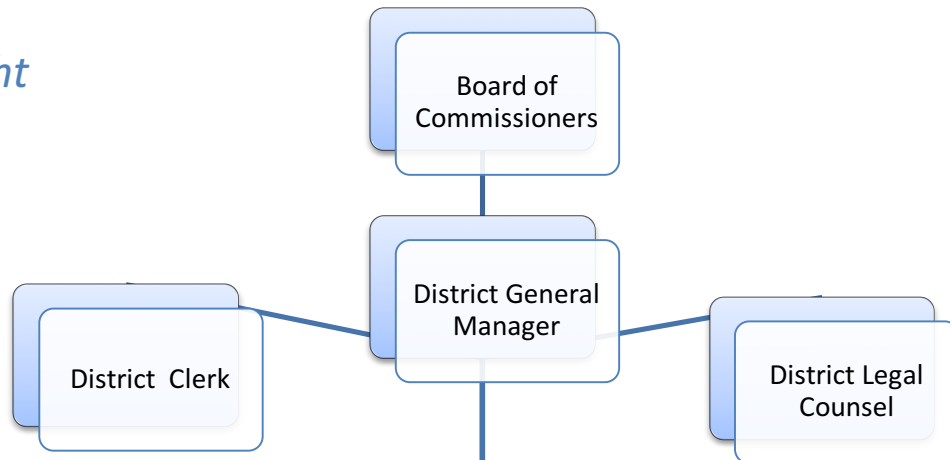
Des Moines, WA 98198

Phone: 206-824-4722

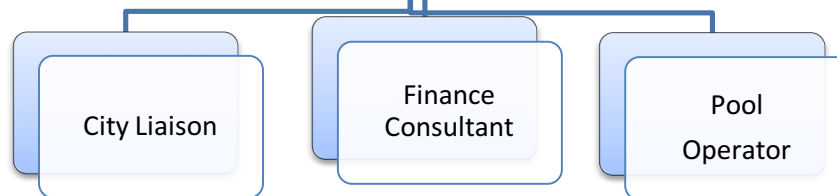
Web site: www.mountrainierpool.com

Organizational Chart

Oversight



Operations



The Des Moines Pool Metropolitan Park District hired its first full time employee, a District General Manager in the first quarter of 2016 and will be hiring an assistant to the district manager in January 2017. With the numerous contracts and commitments to large capital projects the District's board determined that it was in the best interest of the district to have a full time manager and assistant to oversee district operations.

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District Funds

The accounting rules applicable to the District requires the use of “fund accounting”, wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the District for a special purpose is spent for the purpose intended. The District budget has two major funds:

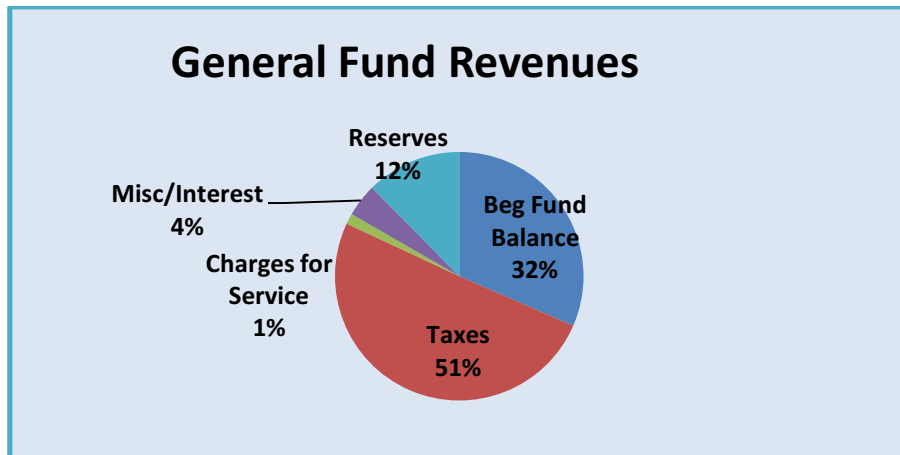
General Fund – This fund is used to account for the District’s ongoing activities. It includes aquatic programming, administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool budget.

Capital Projects/Reserve Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2013	2014	2015	2016	2017 Budget Projections
GENERAL FUND					
Beginning Cash	\$436,956	\$274,754	\$296,785	\$340,194	\$572,491
Revenues	\$652,821	\$599,673	\$594,310	\$901,837	\$1,243,536
Expenditures	\$815,023	\$577,642	\$550,901	\$669,540	\$1,530,566
Ending Cash	\$274,754	\$296,785	\$340,194	\$572,491	\$285,461
CAPITAL FUND					
Beginning Cash	\$70,000	\$207,958	\$280,000	\$350,000	\$420,000
Revenues	\$137,958	\$72,042	\$70,000	\$70,000	\$70,000
Expenditures	\$0	\$0	\$0	\$0	\$225,000
Ending Cash	\$207,958	\$280,000	\$350,000	\$420,000	\$265,000

General Fund Revenue

General fund revenues consist of property taxes, intergovernmental grants, charges for services through interlocal agreement and interest income from investments. DMPMPD contracts for pool management which includes the operation of programs and services at Mt. Rainier Pool.



Beginning Cash - represents the carry forward amount from the previous fiscal year.

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2017 budget does not anticipate grant income

Charges for Services – reflects a contractual agreement between DMPMPD and the City of Normandy Park for aquatic facility access.

Interest and Miscellaneous Income – interest earnings from King County Treasurer’s office.

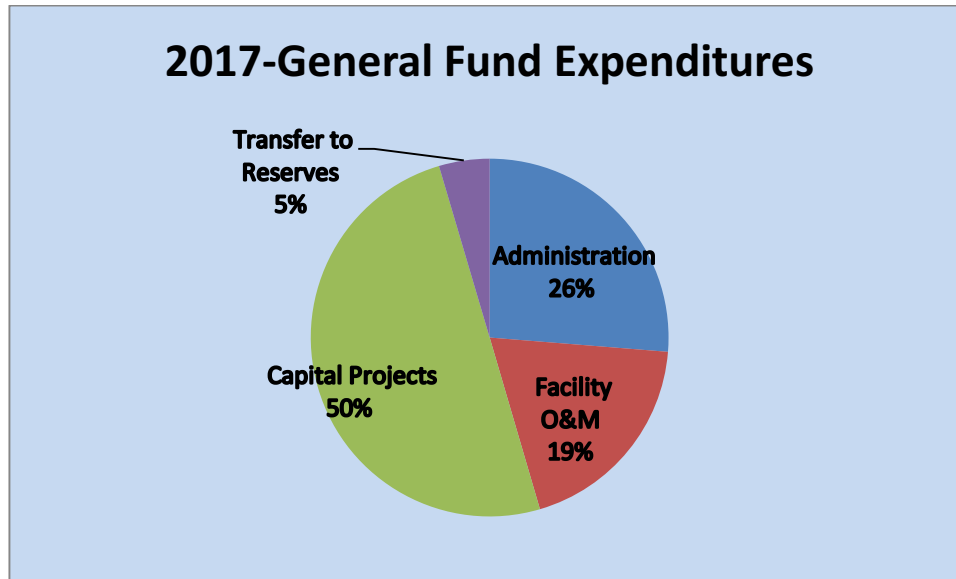
Transfer from Reserves – transfer from capital reserves for capital projects of the district in 2017.

Revenue by Classification	2013	2014	2015	2016	2017 Projected
Beginning Cash	\$436,956	\$436,956	\$297,255	\$340,194	\$572,491
Taxes	\$546,573	\$562,095	\$564,387	\$870,367	\$915,736
Grants/Intergov't	\$80,000	\$9,976	\$0.00	\$0.00	\$75,000
Contract-N.Park	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Interest Income	\$2,000	\$2,603	\$ 2,350	\$6,470	\$2,800
Reserve Transfer	\$0.00	\$0	\$0.00	\$0.00	\$225,000

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General Fund Expenditures

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services.



Expenditures by Category	2013	2014	2015	2016	2017 Projected
Administration	\$150,979	\$230,200	\$241,867	\$255,379	\$402,120
Pool Facility	\$211,574	\$216,784	\$467,125	\$344,161	\$293,732
Capital Projects	\$314,512	\$58,616	\$110,000	\$0	\$764,714
Transfers to Reserves	\$137,958	\$70,000	\$ 70,000	\$70,000	\$70,000
Total General Fund	\$815,023	\$577,642	\$888,992	\$669,540	\$1,530,566

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Capital Projects and Expenditures for 2017

The projects listed have been identified by the District through a pool facility evaluation completed during 2013. The District intends to fund all projects identified and listed below through the General fund budget.

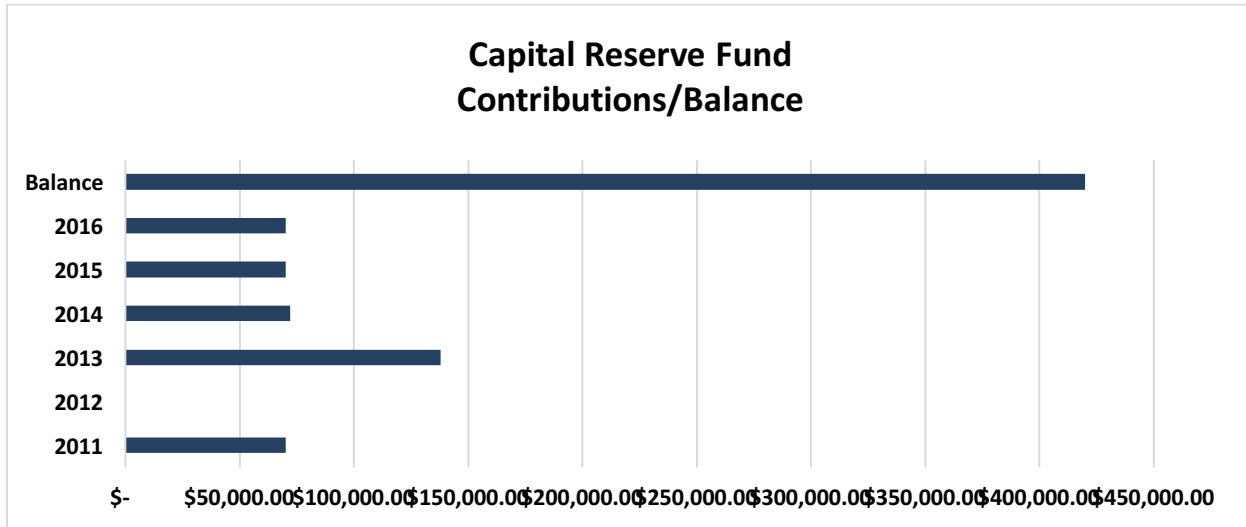
Project Name	Project #	Project Budget	Funding Source
Pool Liner Replacement	2016-01C	\$345,938	Reserves/General
Pool Tile Replacement	2016-02C	\$51,188	General
Refurbish/Replace Bulkhead	2016-03C	\$171,188	General
Filter Room Floor Replacement	2016-04C	\$22,500	General
Surge Tank Replacement	2016-05C	\$16,875	General
Skylight Replacement (Celestory)	2016-06C	\$65,000	General
Low Spot Deck Drains Repair	2016-07C	\$18,000	General
Replace Butterfly Valve Sump Tank	2016-08C	\$2,430	General
Replace Sand/Gravel in Filers		\$5,367	General
Add 4 Anchor points to floor		\$8,457	General
Rebuild heat pump		\$4,839	General
Replace Damage Electrical Devices		\$5,625	General
Replace ADA Pool Stairs		\$8,222	General
Replace ADA Pool Life (2 nd)		\$11,934	General
Scoreboard Timing Pads		\$15,015	General
Relamp Bulbs		\$6,136	General
Total Projects - 2017		\$764,714	

The District Board hired a consultant to determine if the district should continue to invest in the current Mount Rainier Pool facility, or look to invest taxpayers' money in design/build of a new facility. A report will be made to the board in the third quarter of 2017. This report will determine the direction and scope of future capital decisions.

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Capital Project Reserve Fund

The District has established and committed to increasing its capital project reserve fund to meet the future capital needs of the districts aquatic facility. Annual contributions are made from the general fund to a separate reserve fund. This annual commitment to reserves is currently set at \$70,000.



Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond a five years.

CAPITAL PROJECTS FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets

CAPITAL OUTLAYS - Expenditures which result in the acquisition of or addition to capital assets.

INTERFUND TRANSFERS - flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment

MAINTENANCE – routine, regularly scheduled events which extend the life of a capital item

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 will be identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.,)

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PUBLIC WORK – To ensure DMPMPD meets the State’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance the District must adhere to elements of Washington State’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – see definition of “Non-Capitalized Assets”.