



# Des Moines Pool Metropolitan Park District

November 9, 2021

7:00 p.m.

Special Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1-866-899-4679, access code 229-069-957. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Linda Ray at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) or call us at (206) 429-3852.

## AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:03 2. PLEDGE OF ALLEGIANCE

7:06 3. ADOPTION/MODIFICATIONS OF AGENDA

4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

7:12 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)

*Remote Meeting: If you wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, November 9th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.*

### 6. BUSINESS

7:15 a. Staffing Challenge  
-- Pay Rates PTE

7:35 b. Staffing Challenge  
-- FTE Adjustments

7:55 c. Cash Flow Analysis  
--Remainder 2021

8:15 d. 2022 Budget Discussion

8:25 e. Add November 23 or 30 meeting  
-- Finalize budget, vote on levy

### UPCOMING MEETINGS

- November 16, 2021, Regular Board Meeting, 7:00 p.m., Location TBD
- December 21, 2021, Regular Board Meeting, 7:00 p.m., Location TBD

### ADJOURNMENT

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a      **Assigned to:** District GM      **Meeting Date:** 10/19/21

**Under:** Business      **Attachment:** Yes

**Subject:** Scheduling Challenge – Part-Time Employees (Continuation of 10-09-21 Discussion)

**Background/Summary:** The District GM presented challenges to recruiting frontline staff including lifeguards, swim lesson instructors and other positions.

Attached is the presentation from October 19.

This discussion affects the district's ability to grow as staff are needed to provide programming and increase operational hours.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

**Reviewed by Legal Counsel:**      **Yes**             **No** **X**      **Date:**                     

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      **Adopted**             **Rejected**             **Postponed**       

**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**                     

**Notes/Attachments:**

- Staffing Challenge – Part-Time Employees



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### Salary Survey Results (2 of 4 Responses)

**Tukwila Pool**

- What are your salary ranges going to be for the following positions? The information being provided is based on the Tukwila Pool's operations team's proposed 2022 wage scale (2022 WA State Minimum Wage rates to \$14.49 per hour)
  - Lifeguard: Range \$15.00 - \$18.44
  - Head Guard: Range \$17.50 - \$21.51
  - Swim Instructor: Range \$16.00 - \$19.67
  - Water Exercise Instructor: Range \$18.50 - \$22.74
- Are you offering any incentives to attract new employees or referrals? Not at this time
- Do you offer any incentives for meeting benchmarks or hours worked? Yes, [Summer Incentive Pay \(page 63\)](#) (Click the link)
  - End of summer bonus - No
  - Classes or hours worked - No
- Do you have any other benefits that you provide part-time employees (free pass, clothing, etc.)? Pool Pass for employee and family (immediate household)

**King County Aquatic Center**

- Lifeguard-\$17.77 - \$22.53
- Front Desk - \$17.77 - \$22.53

No other positions given.  
Are not providing any incentives to work.

Evergreen Aquatic Center and Federal Way Community Center did not respond.

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### Swag & Belonging

- Showned frontline staff ideas and seem to like it.
- Advertisement at school for working at pool and part of our team.

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## Updates

Staff working hard to get others to work at pool.

Have a few kids from girls' swim team, SMAC and community.

Quentin and Jared working on getting people not certified roles in organization until can pass lifeguard swim test.

- Cashiers
- Swim Lesson (Lower Levels)

Lifeguard class coming in December (estimated).

Keep levels for entry at \$16 and try to have competitive wages for daytime & head lifeguards (starting at \$19.60).

- Taco Time (start at \$20)
- Dick's (start at \$19 + education reimbursement)
- Others presented at retreat

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## Reasons for Lost Staff

Focus on School

- No in-person school for over a year and a half

College Outside of Area

Fall Sports

- Balance school and extracurricular activities

Job Outside of Aquatics

Vaccination Mandate – 1 Person

Other Pools – 0

Other – Personal Issues

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## Proposal: Part-time Staffing Incentives

- Add swim instructor assistant pay rate. (keep minimum wage rate - 2022 \$14.49)
- Raise rates to starting at \$16.00 (next slide) – Salary Schedule
- Hourly Incentives:
  - Swim Instructor – Continue \$5.50 (certification) + proposed up to \$500/year incentive (already passed)
  - Difficult shifts – + \$1-\$2/hour
    - Mornings
      - Before 8:00am (\$2/hr) – Does not include morning guard rate.
      - 8:00am-2:00pm (\$4/hr)
    - Evenings – (Mon-Thurs) – After 8:00pm – \$1/hr (Potential Rentals)
    - Friday Evenings (Fri) – After 5:00pm – \$1/hr (Sports Games)
- Additional Incentives: (Can discuss this in Spring 2022)
  - Summer work (mid-June to Labor Day) –
    - End of season bonus – \$500/\$300/\$200/\$100
    - \$500 – minimum 30 hours/week (average six shifts/week)
    - \$300 – minimum 20 hours/week (average four shifts/week)
    - \$200 – minimum 15 hours (average three shifts/week)
    - \$100 – minimum 10 hours (average two shifts/week)
- School Year Incentives:
  - Quarterly – Average 10 Hours/More Week – Get \$25 Gift Card (Dutch Bros, Starbucks, etc)
- New Morning Guard Rate – (Next Page)

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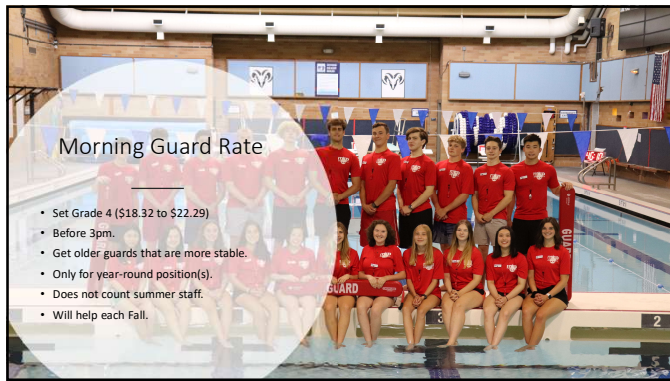
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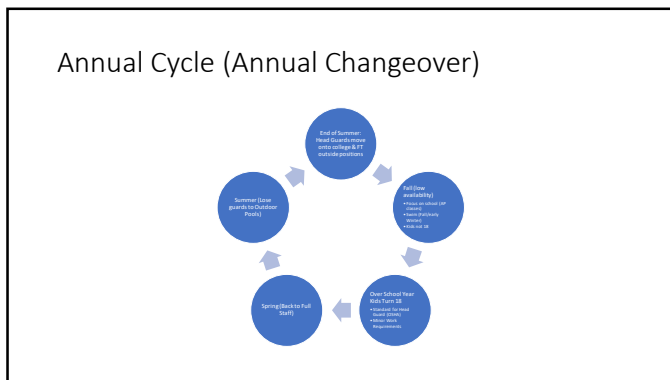
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## Updated Salary Schedule

DeKalb County Metropolitan Park District 2021-2022 Proposed Salary Matrix							
		Step A	Step B	Step C	Step D	Step E	Position
Grade	1*	22,122	23,106	23,106	23,141	24,572	Assistant District Director
Grade	1.5	24,439	N/A	N/A	N/A	N/A	Senior Instructor Assistant
Grade	2	25,007	26,444	27,311	28,000	29,327	Lead Trainer
Grade	3	27,172	28,800	29,522	30,206	30,933	Senior Instructor
Grade	4	31,373	33,000	33,813	34,411	35,229	Senior Instructor/Training Guard
Grade	5	35,602	38,000	38,207	39,020	39,933	Lead Instructor
Grade	6	39,977	41,813	42,408	43,500	44,433	Lead Head Trainer
Grade	7	42,444	44,344	44,727	45,244	45,822	Lead Head Trainer
Grade	8	45,073	46,977	47,507	48,000	48,671	
Grade	9	48,009	50,277	50,799	51,400	52,066	
Grade	10	52,480	55,000	55,311	56,000	56,722	Assistant Coordinator/District Clerk
Grade	11	56,800	59,000	59,300	60,000	60,722	
Grade	12	61,477	63,722	64,044	64,800	65,522	
Grade	13	66,800	69,000	69,311	70,000	70,722	Assistant Manager
Grade	14	70,000	72,400	72,722	73,400	74,122	
Grade	15	75,500	78,000	78,322	79,000	79,722	

**District GM - Registration with District Board:**

**Salary Matrix Notes:**

- \* Each salary grade Step (1) is represented by 1 pay step.
- \*\* Each salary grade Step (2) is represented by 2 pay steps.
- \*\*\* Salary increase for Step 1 is approximately 3%, each salary matrix grade assumes the employee will reach "Step 1" each fiscal year and with a satisfactory performance evaluation be advanced to the next step annually until reaching "Step 5" for the completion of five years of service with the District.

\* Grade separation of 7% and step separations of 4% represent best practices for public sector salary matrices

**Benefits/Retirement**

- \*\* 401K District retirement plan @ 5.000% for life savings
- \*\*\* Early Morning Shuttle @ \$2.00/hour.

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Questions

October 19  
Board Meeting

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6b      **Assigned to:** District GM      **Meeting Date:** 10/19/21

**Under:** Business      **Attachment:** Yes

**Subject:** Scheduling Challenge – Full-Time

**Background/Summary:** The District GM presented challenges to recruiting full-time staff including the aquatics manager, aquatics coordinator, aquatics specialist and district clerk.

Attached is a new presentation.

This discussion affects the district's ability to grow as staff are needed to provide programming and increase operational hours. The management staff is needed to manage and lead staff, program the facility and provide the support to develop growth throughout the organization.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

**Reviewed by Legal Counsel:**      **Yes**             **No** **X**      **Date:**                     

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      **Adopted**             **Rejected**             **Postponed**       

**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**                     

**Notes/Attachments:**

- Staffing Challenge – Full-Time Employees (attached)
- Updated Salary Schedule



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WHY DO WE NEED MANAGEMENT AT POOL?

- Supervision (OSHA + Minor Work Regulations)
- Planning (swim lessons, clubs, classes, events)
- Training (on-the-job, in-service, cashier, swim lessons, certifications)
- Programming (especially daytime) may need to take lead
- Scheduling (including payroll)
- Customer service (lead with customers, problem solving, systems)
- Maintenance + Cleaning (onsite coordination, checking 24/7, etc.)
- Staffing (fill-in for shifts, coordination, etc.)
- Incidents/Accidents (handling, follow-up, etc.)

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Management Succession

- Possibility to have entire new management team in 2022 or 2023
- Need people onboard that can learn system and transition into higher jobs
- Need ability to be certified in needed programs for growth:
  - Aquatic Facilities Operator (AFO)
    - two legally needed on site per RCW's
    - Good certificate for all managers
  - Lifeguard Instructor (LGI) – needed to instruct people to become lifeguards
  - Water Safety Instructor (WSI) – need to instruct people to become swim instructors
    - Without latter two certs, difficult to train people onsite
    - Hire locally(transportation and equity issues)
  - Best approach to scalability

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## Proposal: Management

- Look at making specialist into Aquatics Coordinator (2 positions)
- Look at raising pay to be more competitive
  - Market is changing
- Look at more benefits:
  - PERS System (2023) for Retirement in addition to Deferred Compensation
  - Keep matching outside of PERS for Assoc. of WA Cities benefits
  - *Note- Currently have to choose 16% towards retirement or benefits. Might be good to explore in future.*
  - *Most other cities pay 25-40%*
- Develop turnover budget for changeover
  - Payouts, plus overlap to properly train new staff

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## Salary Schedule (After PTE Recommendations)

Des Moines Pool Metropolitan Park District 2021-2022 Proposed Salary Matrix							
		Step A	Step B	Step C	Step D	Step E	Step F
Grade 1*	12.10	12.58	13.08	13.61	14.15	14.72	15.29
Grade 1.5	14.49	N/A	N/A	N/A	N/A	N/A	N/A
Grade 2	16.00	16.64	17.31	18.00	18.72	19.47	20.24
Grade 3	17.12	17.80	18.52	19.26	20.03	20.83	21.64
Grade 4	18.32	19.05	19.81	20.61	21.43	22.29	23.16
Grade 5	19.60	20.38	21.20	22.05	22.93	23.85	24.79
Grade 6	20.97	21.81	22.68	23.59	24.54	25.52	26.52
Grade 7	22.44	23.34	24.27	25.24	26.25	27.30	28.37
Grade 8	24.01	24.97	25.97	27.01	28.09	29.21	30.36
Grade 9	25.69	26.72	27.79	28.90	30.06	31.26	32.49
Grade 10	27.49	28.59	29.73	30.92	32.16	33.45	34.77
Grade 11	29.42	30.59	31.82	33.09	34.41	35.79	37.19
Grade 12	31.47	32.73	34.04	35.40	36.82	38.29	39.79
Grade 13	33.68	35.02	36.43	37.88	39.40	40.97	42.59
Grade 14	36.04	37.48	38.98	40.53	42.16	43.84	45.56
Grade 15	38.56	40.10	41.70	43.37	45.11	46.91	48.74

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## Original Management Position Analysis (Effects)

### September 28

- Aquatics Manager (1) –
  - 20 - \$33.22 to \$40.42 (Grade 14)
  - 22 - \$33.68 to \$40.97 (Grade 13)
  - Current - \$35.99 (Second Year)
- Aquatics Coordinator (2) –
  - 20 - \$27.12 to \$32.99 (Grade 11)
  - 22 - \$27.49 to \$33.45 (Grade 10)
  - Current - \$27.12 (First Year)
- District Clerk (1) –
  - 20 - \$27.12 to \$32.99 (Grade 11)
  - 22 - \$27.49 to \$33.45 (Grade 10)
  - Current - \$27.29 (Fifth Year)

### Updated Recommendation

- Aquatics Manager (1) –
  - 20 - \$33.22 to \$40.42 (Grade 14)
  - 22 - \$36.04 to \$43.84 (Grade 14)
  - Current - \$35.99 (Second Year)
- Aquatics Coordinator (2) –
  - 20 - \$27.12 to \$32.99 (Grade 11)
  - 22 - \$29.42 to \$35.79 (Grade 11)
  - Current - \$27.12 (First Year)
- District Clerk (1) –
  - 20 - \$27.12 to \$32.99 (Grade 11)
  - 22 - \$29.42 to \$35.79 (Grade 11)
  - Current - \$27.29 (Fifth Year)

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Des Moines Pool Metropolitan Park District 2021-2022 Proposed Salary Matrix									
		Step A	Step B	Step C	Step D	Step E	Step F		Position
Grade	1*	12.10	12.58	13.08	13.61	14.15	14.72		Asst. (15 Year Old Position)
Grade	1.5	14.49	N/A	N/A	N/A	N/A	N/A		Swim Instructor Assistant
Grade	2	16.00	16.64	17.31	18.00	18.72	19.47		Lifeguard
Grade	3	17.12	17.80	18.52	19.26	20.03	20.83		Swim Instructor
Grade	4	18.32	19.05	19.81	20.61	21.43	22.29		Water Exercise/Daytime Guard
Grade	5	19.60	20.38	21.20	22.05	22.93	23.85		Head Lifeguard
Grade	6	20.97	21.81	22.68	23.59	24.54	25.52		Lead Head Lifeguard
Grade	7	22.44	23.34	24.27	25.24	26.25	27.30		
Grade	8	24.01	24.97	25.97	27.01	28.09	29.21		
Grade	9	25.69	26.72	27.79	28.90	30.06	31.26		
Grade	10	27.49	28.59	29.73	30.92	32.15	33.45		
Grade	11	29.42	30.59	31.82	33.09	34.41	35.79		Aquatics Coordinator/District Clerk
Grade	12	31.47	32.73	34.04	35.40	36.82	38.29		
Grade	13	33.68	35.02	36.43	37.88	39.40	40.97		
Grade	14	36.04	37.48	38.98	40.53	42.16	43.84		Aquatics Manager
Grade	15	38.56	40.10	41.70	43.37	45.11	46.91		

Salary Schedule  
(After FTE  
Recommendations)

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### Recent Job Openings

- Covington – Aquatics Manager
  - \$89K-\$107K
  - Great benefit package
- Edmonds – Recreation Coordinator
  - \$75k-\$93K
  - Great Benefit Package

#### CITY OF COVINGTON JOB OPENINGS

**Job Title:** AQUATICS MANAGER

**Compensation:** Full Salary Range: \$89,487 - \$106,853  
Starting Salary Range: \$89,487 - \$ 97,785 annually, DOQ


**Description:** The City of Covington is seeking a highly capable Aquatics Manager adept at managing all aspects of aquatic center operations, staffing and facility maintenance. The successful candidate will thrive in a high-paced environment and be proficient at managing a large staff and insurable workload to complete projects in a timely manner and effectively serve the needs of the public. They are effective, tactful communicators skilled at resolving conflicts. They will also be a contributing, collaborative member of the city team, consistently bringing a positive energy to their work environment while striving to reinforce the organizational values of Team, Positivity, Integrity and Innovation. This position is FTE exempt and may require work that falls outside of the normal work schedule.

**Representative responsibilities:** Assume full management responsibility for the

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### District current retirement

- 16% matching for health insurance, retirement or a little bit of both
  - Does not cover both
  - Does not cover spouse or additional children
- Cannot compete with city, county or school district benefit packages




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## Benefits (Cannot Compete)

- Average City (pre-pandemic) – 25-40%
- Staff has opportunity to have both health insurance, retirement and other programs covered by city
  - Retirement: Matching additional retirement
  - Health Insurance: Matching money towards spouse and children in family
  - No supplemental insurance
  - No wellness programs
- PERS Guaranteed Retirement Income

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## PERS Guaranteed Retirement Income

- Current deferred retirement – does not guarantee income after retirement
- 25 of years service under State PERS system does
  - Based on highest 18-months of service
  - Guaranteed for remainder of life
- Staff that work with us, forced to extend career and take risk of not continuing service

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## How Does This Affect District?

### More difficult to attract and retain quality managers

- Train from within
- Get people for temporary circumstances

### More difficult to have managers to train and retain lifeguards

- Low stability
- Spend time training managers that could be utilized to train and grow staff

### Slower scalability of programming

- Cannot start new programming without staff
- Spin wheels

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6c      **Assigned to:** District GM      **Meeting Date:** 11/09/21

**Under:** Business      **Attachment:** Yes

**Subject:** Cash Flow Analysis

**Background/Summary:** The District GM will present Cash Flow Analysis for the remainder of 2021 and a potential outlook for 2022.

This presentation should give us the ability to see the 2021 end-of-year balance, potential money to be transferred to capital reserve and starting funds to be factored into 2022 budget and levy certification.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

**Reviewed by Legal Counsel:**      **Yes**             **No** X      **Date:**                     

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      **Adopted**             **Rejected**             **Postponed**       

**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**                     

**Notes/Attachments:**

- 2021 Cash Flow Analysis
- 2022 Estimated Cash Flow Analysis (Present at November 9 meeting)

**2021 Estimated Cash Flow Analysis (2/11/21)**  
**Des Moines Pool M.P.D. and Mount Rainier Pool**

2021 Est.

	January	February	March	April	May	June	July	August	September	Est. October	Est. November	Est. December
<b>Beginning Cash</b>												
General Fund	1031	940	901	886	1201	1189	1108	1060	1000	959	1018.5	1185
Capital Fund	298	298	298	298	298	298	298	298	298	298	298	298
<b>Starting Cash Position</b>	<b>1329</b>	<b>1238</b>	<b>1199</b>	<b>1184</b>	<b>1499</b>	<b>1487</b>	<b>1406</b>	<b>1358</b>	<b>1298</b>	<b>1257</b>	<b>1316.5</b>	<b>1483</b>
<b>Revnues</b>												
MRP Receipts	4	5	10	6	8	14	28	24	25	7.5	7.5	10
Property Tax Collected	4	18	56	384	69	12	4	13	17	152	274	4
Bond Loan	0	0	0	0	0	0	0	0	0	0	0	0
Normandy Park Fee	0	25	0		0	0	0	0	0	0	0	0
Misc Interest Income/Grant	0	1	1	1	1	1	1	2	1	1	1	1
<b>Total Revenues</b>	<b>8</b>	<b>49</b>	<b>67</b>	<b>391</b>	<b>78</b>	<b>27</b>	<b>33</b>	<b>39</b>	<b>43</b>	<b>160.5</b>	<b>282.5</b>	<b>15</b>
<b>Expenses</b>												
Administration	40	22	27	18	22	21	19	23	24	31	31	31
Operations	59	66	55	58	65	79	61	75	60	70	70	70
Transfers to Capital												100
Projects					3	8	1	1			15	0
<b>Total Expenses</b>	<b>99</b>	<b>88</b>	<b>82</b>	<b>76</b>	<b>90</b>	<b>108</b>	<b>81</b>	<b>99</b>	<b>84</b>	<b>101</b>	<b>116</b>	<b>201</b>
<b>Ending Cash Position</b>												
General Fund	940	901	886	1201	1189	1108	1060	1000	959	1018.5	1185	999
Capital Fund	298	298	298	298	298	298	298	298	298	298	298	398
<b>Total End Cash Position</b>	<b>1238</b>	<b>1199</b>	<b>1184</b>	<b>1499</b>	<b>1487</b>	<b>1406</b>	<b>1358</b>	<b>1298</b>	<b>1257</b>	<b>1316.5</b>	<b>1483</b>	<b>1397</b>
<b>Total Change in Postion</b>	<b>-91</b>	<b>-39</b>	<b>-15</b>	<b>315</b>	<b>-12</b>	<b>-81</b>	<b>-48</b>	<b>-60</b>	<b>-41</b>	<b>59.5</b>	<b>166.5</b>	<b>-86</b>
	WCIA \$22K				MM Qtr	↑ End of Life_EOR						
	HLAND \$6					Plumb & 1st Aid Repair			Projects		Gate	
						ADA Stairs Puchase↑					Repair	
							KCYAS	NP Pmt ↑			Contingency	
								SMAC Pmt Est.				
							SMAC PMT					

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6d      **Assigned to:** District GM      **Meeting Date:** 11/09/21

**Under:** Business      **Attachment:** Yes

**Subject:** 2022 Budget Analysis

**Background/Summary:** The District GM will present the proposed budget for 2022. The budget will include two options: part-time updated rate and part-time and full-time updated rates. Both reflect the presentations made earlier in this meeting.

A live budget will be available for the board to direct the District GM to make changes during the meeting. The final preliminary budget will be presented at a future public meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

**Reviewed by Legal Counsel:**      **Yes**             **No** X      **Date:**                     

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      **Adopted**             **Rejected**             **Postponed**       

**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**                     

**Notes/Attachments:**

- 2022 Proposed Budget (Part-time employee changes only)
- 2022 Proposed Budget (Part-time and full-time employee changes)
- Live budget sheet used at meeting

**2022 BUDGET ACCOUNTS SUGGESTION (DRAFT - UNFINISHED)**

Account	% used as of Aug 21	2020 Budget	2021 Budget	2022 Proposed	% INCREASE	Notes
<b>SALARIES &amp; WAGES</b>						
Commissioner Salaries (5)	87%	\$ 12,800.00	\$ 12,800.00	\$ 21,000.00	64%	More business with committees & feasibility meetings in 22. Note-one commissioner subsidy transferred to scholarships.
District GM Salary (1)	50%	\$ 98,365.00	\$ 98,365.00	\$ 95,500.00	-3%	
District Clerk Salary (1)	54%	\$ 27,037.50	\$ 28,119.00	\$ 32,168.14	14%	10% Overage to cover turn-over.
Aquatics Manager Salary (1)	49%	\$ 71,997.00	\$ 74,876.88	\$ 80,000.00	7%	
Aquatics Coordinator Salary (2)	60%	\$ 105,000.00	\$ 57,500.00	\$ 120,000.00	109%	
Aquatic Assistant Salary (1)	0%		\$ 47,500.00	\$ -	-100%	
Head Lifeguards (2)	77%	\$ 33,742.80	\$ 35,092.51	\$ 38,601.76	10%	
Lifeguards (Various)	54%	\$ 190,000.00	\$ 197,600.00	\$ 217,360.00	10%	Allocated more to instructors per 2021 budget projections.
Instructors (Swim Lesson/Aqtc Ex.)	155%	\$ 40,000.00	\$ 41,600.00	\$ 95,000.00	128%	Per 2021 trends + growth.
Incentive Pay (if added to budget)				\$ 7,500.00		For staff work incentives. (If added. \$15k.)
Sick Pay	16%	\$ 1,500.00	\$ 1,560.00	\$ 1,622.40	4%	
Overtime (OT)	0%	\$ 12,943.39	\$ 13,461.13	\$ 13,999.57	4%	
Payroll Taxes	99%	\$ 169,000.00	\$ 175,760.00	\$ 182,790.40	4%	
Family Medical Leave - <b>NEW</b>	0%	\$ 1,209.60	\$ 1,257.98	\$ 1,308.30	4%	
<b>PERSONNEL BENEFITS</b>						
Benefits, Fringe (Car)	53%	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0%	
Personal Benefits (AWC/DRS)	151%	\$ 44,057.92	\$ 44,518.70	\$ 48,970.57	10%	
			\$ -			
<b>OFFICE SUPPLIES</b>			\$ -			
Office Supplies (Amazon/Staples)	93%	\$ 5,000.00	\$ 2,500.00	\$ 1,000.00	-60%	Remote work requires less supplies.
Office Equipment	89%	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00	0%	Laptop replacement for DGM delayed.
Computer & Supplies	31%	\$ 5,500.00	\$ 4,000.00	\$ 4,000.00	0%	Might need to replace items in 2022.
<b>MAINTENANCE &amp; REPAIR SUPPLIES</b>						
Cleaning and Janitorial Supplies	73%	\$ 5,000.00	\$ 5,200.00	\$ 7,000.00	35%	Covid-19 requires more cleaning.
Maintenance Supplies and Small Tools	14%	\$ 3,000.00	\$ 3,120.00	\$ 3,000.00	-4%	Less supplies post Covid-19.
			\$ -			
<b>POOL SUPPLIES</b>			\$ -			
Uniforms & Clothing**	0%	\$ 500.00	\$ 300.00	\$ 5,000.00	1567%	Add Swag and Marketing Option.
Employee Recognition	46%	\$ 1,200.00	\$ 500.00	\$ 1,000.00	100%	Do more programs to recruit lifeguard in 2022.
Lifeguard Supplies and Equipment	12%	\$ 1,000.00	\$ 3,000.00	\$ 3,500.00	17%	Growing staff to stable level.
Pool Chemicals	13%	\$ 20,000.00	\$ 25,000.00	\$ 12,500.00	-50%	Some chemicals part of Aqtc Spec Contracted Service.
Special Events	71%	\$ 2,750.00	\$ 1,000.00	\$ 2,000.00	100%	Do more events after Covid-19.
First Aid Supplies	86%	\$ 300.00	\$ 1,000.00	\$ 2,000.00	100%	Trending in this direction.
<b>POOL EQUIPMENT</b>						
BecSys Probes (ER&R)	0%	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	0%	
Suit Spinners (ER&R) -NEW	0%	\$ -	\$ 4,000.00	\$ -	-100%	Unable to install. Electrical issue.
BecSys Remote System - NEW	0%		\$ 2,000.00	\$ -	-100%	
Pulsar System - NEW	46%	\$ -	\$ 5,000.00	\$ -	-100%	
Miscellaneous Pool Equipment (ER&R)	26%	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0%	
<b>PROFESSIONAL SERVICES - FRONT OFFICE</b>						

IT/Computer Services (CMIT)	66%	\$ 22,500.00	\$ 22,500.00	\$ 22,000.00	-2%	Includes computer, phone & server support.
Registration Software (Rec1/CivicRec)	91%	\$ 5,445.00	\$ 5,445.00	\$ 5,500.00	1%	Rates did not grow as much in past years.
Credit Card Transactions (Authorize.net)	29%	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0%	Rates did not grow as much in past years.
Legal Services (Snure)	57%	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	0%	Rates did not grow as much in past years.
Financial Services (VisionMS)	0%	\$ 7,700.00	\$ 7,700.00	\$ 2,500.00	-68%	Ask Linda for billing history.
Printing/Copying (Canon)	52%	\$ 5,250.00	\$ 5,250.00	\$ 2,000.00	-62%	Reduce to one printer at pool.
Timekeeping (TBD)	80%	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	-17%	
Payroll/HR (Heartland)	137%	\$ 7,700.00	\$ 7,700.00	\$ 7,700.00	0%	See 2020
Consultant (TBD)	0%	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	-50%	
<b>PROFESSIONAL SERVICES - MAINT</b>						
Maintenance Services Contract (MacMiller)	91%	\$ 20,119.52	\$ 20,924.30	\$ 22,000.00	5%	
Sewer Contingency (Midway)	0%	\$ 3,000.00	\$ 4,092.00	\$ -	-100%	Not needed anymore. Was for pool emptying.
CO2 Services (Central Welding Services)	130%	\$ 1,000.00	\$ 2,000.00	\$ 5,000.00	150%	Difficult to breakout services, so combined.
Water Quality (Aqtc Spec.)	127%	\$ 3,000.00	\$ 3,120.00	\$ 6,000.00	92%	Now includes services.
Roof and Gutter Maintenance (Sound)	0%	\$ 3,300.00	\$ 3,432.00	\$ 3,500.00	2%	
Landscaping (NLS)	62%	\$ 6,798.00	\$ 7,069.92	\$ 7,200.00	2%	Contract extended in 2021.
Custodial - MRP Qtrly Deep Clean (TBD)	0%	\$ 3,245.00	\$ 3,500.00	\$ 3,500.00	0%	
Rekey Services (Bill's Locksmith)	0%	\$ 1,000.00	\$ 500.00	\$ 500.00	0%	
Coffee and Water Services (Mountain Mist)	20%	\$ 3,000.00	\$ 2,000.00	\$ 1,750.00	-13%	MOVE. Effected by Covid-19.
Cleaning & Janitorial (Office)	48%	\$ 2,160.00	\$ 1,500.00	\$ -	-100%	No longer needed.
<b>REPAIRS &amp; MAINTENANCE</b>						
Maintenance Services Non-Contracted (Various)	16%	\$ 100,000.00	\$ 150,000.00	\$ 100,000.00	-33%	Build level up to between \$350k - \$400k at end of 2021.
Office/IT Equipment Repairs	3%	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0%	
<b>COMMUNICATIONS</b>						
Telephone/Internet (Comcast)	47%	\$ 6,750.00	\$ 7,500.00	\$ 3,500.00	-53%	Only internet at one site.
Scheduling (Omnify)	0%	\$ -	\$ -	\$ 1,300.00		Online scheduling for non-peak times.
Elevate Phone System (Cellular (Line2))	0%	\$ 1,500.00	\$ 750.00	\$ 4,600.00	513%	Replace Cellphones with Elevate on their mobile devices.
Desktop Licenses (Msoft + Misc Desktop)				\$ 4,000.00		Need more Microsoft Licenses. (second front desk. + changeover)
Work Email Accounts (Google Suite)	58%	\$ 500.00	\$ 520.00	\$ 300.00	-42%	Auditing services to lower licenses.
<b>NEW</b> Remote Meeting Software (Gotomeeting/Zoom)				\$ 400.00		For hybrid & remote meetings in 2022. (Covid-19)
Website (575/Btown)	32%	\$ 2,000.00	\$ 3,000.00	\$ 2,000.00	-33%	We need to change to new company in 2022.
Postage & Mailing	46%	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0%	
Email Notification System (CampMon)	61%	\$ 840.00	\$ 873.60	\$ 800.00	-8%	
<b>TRAINING &amp; TRAVEL</b>						
In-Service Supplies (Internal Training)	0%	\$ 2,500.00	\$ 2,000.00	\$ 1,500.00	-25%	Effected by Covid-19.
Certifications (nonWSI)	0%	\$ 3,000.00	\$ 3,120.00	\$ 2,500.00	-20%	
Swim Lesson Licensing (Amrcn Red Cross)	73%	\$ 1,500.00	\$ 1,560.00	\$ 2,500.00	60%	Licensing more swim lessons.
Training (Lifeguard, Swim & Aqtc Exercise)	63%	\$ 2,500.00	\$ 2,600.00	\$ 3,000.00	15%	
Management Staff Training	13%	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	0%	WCIA lowered reimbursements for training in 2021.
Travel for Training (Mileage,Tolls)	0%	\$ 1,500.00	\$ 1,560.00	\$ 750.00	-52%	Effected by Covid-19.
Misc. Travel (Lodging, Per Diem)	0%	\$ 1,000.00	\$ 1,040.00	\$ 750.00	-28%	Effected by Covid-19.
<b>ADVERTISING</b>						
District Advertising	55%	\$ 23,175.00	\$ 16,000.00	\$ 10,000.00	-38%	Lowered print advertising in 2021.

Bulk Printing - District Postcard	0%	\$ 2,266.00	\$ 2,356.64	\$ 2,474.47	5%	
Bulk Mailing - District Postcard	0%	\$ 4,120.00	\$ 4,284.80	\$ 4,499.04	5%	
Ad Design	64%	\$ 500.00	\$ 500.00	\$ 500.00	0%	
Sponsorship Supported	0%	\$ -	\$ -	\$ -		
<b>RENTALS &amp; LEASES</b>						
Office Rental (Zen)	39%	\$ 12,500.00	\$ 13,000.00	\$ 2,500.00	-81%	End office lease at end of 2021. Contingency.
Meeting Rental (HSD) - <b>NEW!</b>				\$ 6,000.00		Meet at Mt Rainier High School.
Storage Rental (AAAA)	69%	\$ 3,600.00	\$ 3,600.00	\$ 4,000.00	11%	
Misc. Rentals	14%	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	0%	Potential lift rental for Feasibility Study & Cleaning/light replacement.
<b>UTILITIES</b>						
Electricity (PSE)	62%	\$ 75,000.00	\$ 78,000.00	\$ 99,000.00	27%	
Water (WD 54)	47%	\$ 9,000.00	\$ 9,360.00	\$ 9,000.00	-4%	
Sewer (Midway)	45%	\$ 3,000.00	\$ 4,092.00	\$ 4,000.00	-2%	Sewer + contingency.
Trash/Recycling (Recology)	36%	\$ 4,200.00	\$ 5,000.00	\$ 2,500.00	-50%	
<b>INSURANCE</b>						
Insurance, Liability (WCIA)	152%	\$ 16,000.00	\$ 15,000.00	\$ 23,000.00	53%	See Insurance Tab.
<b>MISCELLANEOUS</b>						
Printing & Copying Outside (Various)	94%	\$ 1,500.00	\$ 1,560.00	\$ 2,000.00	28%	
Memberships, Dues & Subscriptions	36%	\$ 2,625.00	\$ 4,000.00	\$ 4,000.00	0%	
Misc. Services/Discrepancies	442%	\$ 1,000.00	\$ 1,040.00	\$ 4,000.00	285%	Need to control better.
AMG Liabilities	0%	\$ 500.00	\$ 500.00	\$ 250.00	-50%	
Background Checks/Formely Fingerprinting (SSI)	17%	\$ 1,750.00	\$ 1,820.00	\$ 2,000.00	10%	
Scholarships	15%	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	0%	\$5k scholarship + Stender subsidies.
Universal Swimming	N/A	\$ 18,000.00	\$ 18,000.00	Add in mtg to see.		If offer universal swimming to all participants \$215k.
<b>INTERGOVERNMENTAL SERVICES</b>						
Elections (King County)	\$0	\$ 30,000.00	\$ -	\$ 45,000.00	N/A	3 Positions at estimated \$15k each in 2021.
Audits (SAO)	0%	\$ 6,000.00	\$ -	\$ 5,000.00	N/A	Cheaper now audits are remote.
City Services (City of DM)	0%	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	-40%	No large projects.
King County Management Fees	0	\$ -	\$ -	\$ -	N/A	
Permits (KCHD, CoDM)	104%	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	100%	
Inspections (Fire Extinguisher)	29%	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0%	
B&O Tax/Agency (DOR)	3%	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	100%	
<b>TOTAL FOR ADMINISTRATION &amp; OPERATIONS</b>		<b>\$ 1,359,546.73</b>	<b>\$ 1,412,601.47</b>	<b>\$ 1,514,694.66</b>		
<b>CAPITAL/PROJECTS</b>						
<b>Miscellaneous</b>						
Architect/Design/Inspections	40%	\$ 7,500.00	\$ 25,000.00	\$ 75,000.00	200%	Potential matching for feasibility study.
Advertising	0%	\$ -	\$ 500.00	\$ 500.00	0%	
Project Permits	0%	\$ 1,250.00	\$ 1,500.00	\$ 1,000.00	-33%	
<b>Projects</b>						
Plumbing (Aquatic Specialties)		\$ 51,000.00	\$ -	\$ 10,000.00		
Domestic Water		\$ -	\$ -	\$ -		

<b>Transfers</b>						
Transfer to Capital Account		\$ 75,000.00	\$ 75,000.00	\$ 75,000.00		
<b>TOTALS</b>		<b>\$ 1,494,296.73</b>	<b>\$ 1,514,601.47</b>	<b>\$ 1,676,194.66</b>		
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		<b>2021 to 2022 Increase</b>
	\$ -	\$ 1,494,296.73	\$ 1,514,601.47	\$ 1,676,194.66		11%

**BUDGET LEVY AFFECTS (2020 A.V.)****LEVY REQUEST BREAKDOWN**

	<b>2021</b>	<b>2022</b>
EXPENSES	\$ 1,514,601.47	\$ 1,676,194.66
BEG CASH BALANCE	\$ (875,000.00)	\$ (1,000,000.00)
EST. REVENUE MRP	\$ (120,000.00)	\$ (180,000.00)
OTHER REVENUE (NP)	\$ (25,000.00)	\$ (25,000.00)
MISC REVENUE (INTEREST)	\$ (20,000.00)	\$ (20,000.00)
GRANTS		\$ (100,000.00)
CAPITAL FORWARD*	\$ 75,000.00	\$ 75,000.00
ENDING CASH	\$ 475,000.00	\$ 600,000.00
TOTAL TAX NEEDED	\$ 1,024,601.47	\$ 1,026,194.66
<b>Est. Levy Rate 2021</b>	<b>\$ 0.2361999</b>	<b>\$ 0.213155</b>

\$4,814,322

**2022 BUDGET ACCOUNTS SUGGESTION (DRAFT - UNFINISHED)**

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Website (575/Btown)	32%	\$ 2,000.00	\$ 3,000.00	\$ 2,000.00	-33%	We need to change to new company in 2022.
Postage & Mailing	46%	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0%	
Email Notification System (CampMon)	61%	\$ 840.00	\$ 873.60	\$ 800.00	-8%	
<b>TRAINING &amp; TRAVEL</b>						
In-Service Supplies (Internal Training)	0%	\$ 2,500.00	\$ 2,000.00	\$ 1,500.00	-25%	Effected by Covid-19.
Certifications (nonWSI)	0%	\$ 3,000.00	\$ 3,120.00	\$ 2,500.00	-20%	
Swim Lesson Licensing (Amrcn Red Cross)	73%	\$ 1,500.00	\$ 1,560.00	\$ 2,500.00	60%	Licensing more swim lessons.
Training (Lifeguard, Swim & Aqtc Exercise)	63%	\$ 2,500.00	\$ 2,600.00	\$ 3,000.00	15%	
Management Staff Training	13%	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	0%	WCIA lowered reimbursements for training in 2021.
Travel for Training (Mileage,Tolls)	0%	\$ 1,500.00	\$ 1,560.00	\$ 750.00	-52%	Effected by Covid-19.
Misc. Travel (Lodging, Per Diem)	0%	\$ 1,000.00	\$ 1,040.00	\$ 750.00	-28%	Effected by Covid-19.
<b>ADVERTISING</b>						
District Advertising	55%	\$ 23,175.00	\$ 16,000.00	\$ 10,000.00	-38%	Lowered print advertising in 2021.

Bulk Printing - District Postcard	0%	\$ 2,266.00	\$ 2,356.64	\$ 2,474.47	5%	
Bulk Mailing - District Postcard	0%	\$ 4,120.00	\$ 4,284.80	\$ 4,499.04	5%	
Ad Design	64%	\$ 500.00	\$ 500.00	\$ 500.00	0%	
Sponsorship Supported	0%	\$ -	\$ -	\$ -		
<b>RENTALS &amp; LEASES</b>						
Office Rental (Zen)	39%	\$ 12,500.00	\$ 13,000.00	\$ 2,500.00	-81%	End office lease at end of 2021. Contingency.
Meeting Rental (HSD) - <b>NEW!</b>				\$ 6,000.00		Meet at Mt Rainier High School.
Storage Rental (AAAA)	69%	\$ 3,600.00	\$ 3,600.00	\$ 4,000.00	11%	
Misc. Rentals	14%	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	0%	Potential lift rental for Feasibility Study & Cleaning/light replacement.
<b>UTILITIES</b>						
Electricity (PSE)	62%	\$ 75,000.00	\$ 78,000.00	\$ 99,000.00	27%	
Water (WD 54)	47%	\$ 9,000.00	\$ 9,360.00	\$ 9,000.00	-4%	
Sewer (Midway)	45%	\$ 3,000.00	\$ 4,092.00	\$ 4,000.00	-2%	Sewer + contingency.
Trash/Recycling (Recology)	36%	\$ 4,200.00	\$ 5,000.00	\$ 2,500.00	-50%	
<b>INSURANCE</b>						
Insurance, Liability (WCIA)	152%	\$ 16,000.00	\$ 15,000.00	\$ 23,000.00	53%	See Insurance Tab.
<b>MISCELLANEOUS</b>						
Printing & Copying Outside (Various)	94%	\$ 1,500.00	\$ 1,560.00	\$ 2,000.00	28%	
Memberships, Dues & Subscriptions	36%	\$ 2,625.00	\$ 4,000.00	\$ 4,000.00	0%	
Misc. Services/Discrepancies	442%	\$ 1,000.00	\$ 1,040.00	\$ 4,000.00	285%	Need to control better.
AMG Liabilities	0%	\$ 500.00	\$ 500.00	\$ 250.00	-50%	
Background Checks/Formely Fingerprinting (SSI)	17%	\$ 1,750.00	\$ 1,820.00	\$ 2,000.00	10%	
Scholarships	15%	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	0%	\$5k scholarship + Stender subsidies.
Universal Swimming	N/A	\$ 18,000.00	\$ 18,000.00	Add in mtg to see.		If offer universal swimming to all participants \$215k.
<b>INTERGOVERNMENTAL SERVICES</b>						
Elections (King County)	\$0	\$ 30,000.00	\$ -	\$ 45,000.00	N/A	3 Positions at estimated \$15k each in 2021.
Audits (SAO)	0%	\$ 6,000.00	\$ -	\$ 5,000.00	N/A	Cheaper now audits are remote.
City Services (City of DM)	0%	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	-40%	No large projects.
King County Management Fees	0	\$ -	\$ -	\$ -	N/A	
Permits (KCHD, CoDM)	104%	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	100%	
Inspections (Fire Extinguisher)	29%	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0%	
B&O Tax/Agency (DOR)	3%	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	100%	
<b>TOTAL FOR ADMINISTRATION &amp; OPERATIONS</b>		<b>\$ 1,359,546.73</b>	<b>\$ 1,412,601.47</b>	<b>\$ 1,531,372.46</b>		
<b>CAPITAL/PROJECTS</b>						
<b>Miscellaneous</b>						
Architect/Design/Inspections	40%	\$ 7,500.00	\$ 25,000.00	\$ 75,000.00	200%	Potential matching for feasibility study.
Advertising	0%	\$ -	\$ 500.00	\$ 500.00	0%	
Project Permits	0%	\$ 1,250.00	\$ 1,500.00	\$ 1,000.00	-33%	
<b>Projects</b>						
Plumbing (Aquatic Specialties)		\$ 51,000.00	\$ -	\$ 10,000.00		
Domestic Water		\$ -	\$ -	\$ -		

<b>Transfers</b>						
Transfer to Capital Account		\$ 75,000.00	\$ 75,000.00	\$ 75,000.00		
<b>TOTALS</b>		<b>\$ 1,494,296.73</b>	<b>\$ 1,514,601.47</b>	<b>\$ 1,692,872.46</b>		
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		<b>2021 to 2022 Increase</b>
	\$ -	\$ 1,494,296.73	\$ 1,514,601.47	\$ 1,692,872.46		12%

**BUDGET LEVY AFFECTS (2020 A.V.)****LEVY REQUEST BREAKDOWN**

	<b>2021</b>	<b>2022</b>
EXPENSES	\$ 1,514,601.47	\$ 1,692,872.46
BEG CASH BALANCE	\$ (875,000.00)	\$ (1,000,000.00)
EST. REVENUE MRP	\$ (120,000.00)	\$ (180,000.00)
OTHER REVENUE (NP)	\$ (25,000.00)	\$ (25,000.00)
MISC REVENUE (INTEREST)	\$ (20,000.00)	\$ (20,000.00)
GRANTS		\$ (100,000.00)
CAPITAL FORWARD*	\$ 75,000.00	\$ 75,000.00
ENDING CASH	\$ 475,000.00	\$ 600,000.00
TOTAL TAX NEEDED	\$ 1,024,601.47	\$ 1,042,872.46
<b>Est. Levy Rate 2021</b>	<b>\$ 0.2361999</b>	<b>\$ 0.216619</b>

\$4,814,322

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6e      **Assigned to:** Board President      **Meeting Date:** 11/09/21

**Under:** Business      **Attachment:** Yes

**Subject:** Upcoming Special Meeting (s)

**Background/Summary:** The Board President will discuss adding an upcoming special meeting in addition to the regular board meeting on Tuesday, November 16 at 7:00pm. This reasoning is that not all board members can attend the November 16 meeting and it may be important to have all board members present to discuss the budget and levy certification as it affects all decisions made in the future.

The levy is due by Tuesday, November 30. The District GM is suggesting moving the public hearing to either Tuesday, November 23, or Monday, November 29 or another date within that time frame to ensure the levy is certified by November 30 to ensure the district receives funds in 2022.

*Special note- the levy certification is due by November 30, 2021, but the budget is not due until later. If the District is unable to come to consensus on the budget, a levy certification rate should be established.*

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

**Reviewed by Legal Counsel:**      **Yes**             **No** X      **Date:**                     

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      **Adopted**             **Rejected**             **Postponed**       

**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**                     

**Notes/Attachments:**

- 2022 Levy Certification Letter from King County
- 2022 Implicit Price Deflator Letter (Still need substantial need resolution)
- 2022 Blank Ordinance 2052 (Levy Worksheet)



## King County

**Claudia Balducci, Chair**  
**Metropolitan King County Council**

King County Courthouse  
516 Third Avenue, Suite 1200  
Seattle, WA 98104-3272

**Tel: 206-477-1006**

[www.kingcounty.gov/council/balducci.aspx](http://www.kingcounty.gov/council/balducci.aspx)

October 1, 2021

RE: Submission of District Property Tax Levies for 2022 to the County Council

To the Board of Commissioners:

The County Council is required by RCW 84.52.070 to certify annually the amount of property taxes levied in King County. In order to make this certification, we must know the amount of taxes to be levied for each taxing district.

**THE DEADLINE FOR SUBMITTING 2022 PROPERTY TAX LEVIES IS**  
**NOVEMBER 30, 2021**

In order for your district to receive property taxes in an amount greater than the 2021 certified amount, if permitted by law, we must receive your resolution by November 30, 2021. This applies to basic levies provided for by State law as well as any excess levies approved by a vote of the people. Please remember that the Assessor is required to review levy requests to ensure that they do not exceed the allowable levy.

The state Department of Revenue has notified the County Assessor that the implicit price deflator is greater than one percent (letter attached).

If you cannot finalize your levy request by November 30, please submit an estimate. If your estimate is higher than the allowable levy, the Assessor will reduce the amount requested for your jurisdiction to an amount no greater than the allowable levy. However, if your estimate is less than the allowable levy, the amount requested can only be increased from the amount certified in your ordinance or resolution to the level of the allowable levy with formal written notification from your Board of Commissioners. This written notification must be filed with the Assessor and the Clerk of the Council by November 30, 2021 for inclusion in the certification ordinance.

Forms are enclosed for you to use in submitting your levy request. Please submit copies of the form and any resolution or ordinance that may be required by RCW 84.55.120 or RCW 84.55.0101 to both the King County Council and the King County Assessor's Office at the following email addresses:

Clerk's Office  
Metropolitan King County Council  
Telephone: 206-477-1020  
[Clerk.council@kingcounty.gov](mailto:Clerk.council@kingcounty.gov)

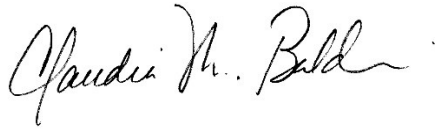
Linda Wilder  
Accounting Division  
King County Department of Assessments  
Telephone: 206-263-2330  
[levyadmin@kingcounty.gov](mailto:levyadmin@kingcounty.gov)

The King County Council may pass an amendatory certification ordinance in January 2022 in order to allow for technical adjustments in the final levy amounts. However, discretionary increases in your levy may not be made in the amendatory certification ordinance.

If you have any questions, please call the Assessor's Office at 206-263-2330.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, reading "Claudia M. Balducci". The signature is fluid and cursive, with the first name "Claudia" being the most prominent.

Claudia Balducci, Chair  
Metropolitan King County Council

c: John Arthur Wilson, Assessor

September 27, 2021

Dear County Assessors:

**What is the rate of inflation (IPD rate) for 2022?**

The rate of inflation (IPD rate) for property taxes due in 2021 is **3.860 percent**.

**What is the limit factor for 2022 provided the taxing district adopts a resolution/ ordinance authorizing an increase over the prior year's levy?**

For the state and taxing districts with populations of 10,000 or greater, the limit factor for property taxes due in 2022 is **101 percent**. The limit factor for these districts is defined as 100 percent plus the lesser of the rate of inflation or one percent.

For taxing districts with populations under 10,000, the limit factor for property taxes due in 2022 is **101 percent**.

**How is the rate of inflation (IPD rate) calculated?**

The rate of inflation is the percent change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25<sup>th</sup>.

The most recent publication available on September 25<sup>th</sup> was the August publication. For this reason, we used the quarterly values to calculate the percent change in implicit price deflator for personal consumption for taxes due in 2022.

We calculate the percent change by dividing the Quarter 2 2021 number by the Quarter 2 2020 number, subtracting one, and then multiplying by 100. We used the following values in the calculation this year:

Quarter 2 2020	110.491
Quarter 2 2021	114.756

If you have any questions, please contact me.

Sincerely,

Mark Studer  
Tax Policy Specialist  
Research & Fiscal Analysis  
Department of Revenue

cc: County Treasurers

**By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.**

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF  
\_\_\_\_\_  
THAT THE ASSESSED VALUATION OF PROPERTY  
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2021 IS:

REGULAR (STATUTORY) LEVY (AS APPLICABLE):	\$ _____
EXPENSE FUND	\$ _____
- TEMP. LID NAME _____	\$ _____
- TEMP. LID NAME _____	\$ _____
RESERVE FUND	\$ _____
NON-VOTED G.O. BOND (Limited)	\$ _____
REFUNDS (Noted on worksheet)	\$ _____
<b>TOTAL REGULAR LEVY</b>	\$ _____ -
EXCESS (VOTER APPROVED) LEVY:	
(Please list authorized bond levies separately.)	
G.O. BONDS FUND LEVY	\$ _____
G.O. BONDS FUND LEVY	\$ _____
G.O. BONDS FUND LEVY	\$ _____

SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED):

_____	\$ _____
_____	\$ _____
<b>TOTAL TAXES REQUESTED:</b>	\$ _____ -

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2022 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(DATE)