

# **INFORMATIONAL MEMORANDUM**

## **Tukwila Metropolitan Park District**

**TO: Tukwila Pool MPD Board President**

**FROM: Rick Still, Parks and Recreation Director**

**DATE: January 4, 2012**

**SUBJECT: Draft Long-Term Agenda**

### **ISSUE**

A preliminary schedule of agenda items that may be brought forward to the Board in 2012.

### **BACKGROUND**

The past four Board meeting agendas have been full due to the initial set up the Metropolitan Park District. Staff wanted to identify known issues for the Board's consideration and develop a timeline for the monthly meetings in 2012. The goal is to ensure critical items have sufficient time for discussion and to utilize the monthly meetings efficiently.

### **DISCUSSION**

The agenda timeline was established by laying out items that must be undertaken this year: 2013 Budget Adoption in December, Citizen Pool Advisory Committee Appointment in February and the Capital Improvement Projects construction beginning by November. If additional steps or Board discussion were needed prior to final action, steps were added to the monthly schedule. Additional items that the Board has requested to consider were then added to the timeline: Pool program presentation, Rental Policy review and Contracted Services research and review. Staff also added quarterly updates regarding Operations Statistical Review and Budget Review to the calendar.

The Draft Long-Term Agenda is a preliminary work plan for 2012 and it can be amended as needed to accommodate other issues as they arise. If the agenda work load is increased too much the Board may want to consider adding another Board meeting in the months where the agenda items cannot be taken care of in the current meeting schedule.

### **RECOMMENDATION**

The Board is being asked to consider at the January 9, 2012 MPD Board Meeting, to approve the Draft Long-Term Agenda as a preliminary work plan for 2012.

### **ATTACHMENT**

Draft Long-Term Agenda

# Tukwila Metropolitan Park District 2012 Draft Long-Term Agenda

## **January 9**

Overview ESPC Program/Sign Interagency Agreement (IAA) with DES (memo)  
Approve McKinstry as ESCO (memo)  
Authorize ESPC program to proceed with IGA (memo)  
18<sup>th</sup> – 25<sup>th</sup> CPAC Application Review / Interviews (who and when?)

## **February 13**

CPAC member appointment/confirmation, Board Ad-Hoc appointment and “charge” by Board  
2011 Operations Statistical Review  
2011 Budget Review

## **March 12**

2011 Pool program presentation  
2011 CAFR presentation

## **April 9\* Additional meeting time?**

Pre-Final Analysis Presentation – Energy Service Plan (ESP)  
Rental policy review and discussion

## **May 14**

Present Energy Service Plan (ESP) to Board (get authorization to move ahead with construction)  
and financing options  
Quarterly Operations Statistical Review  
Quarterly Budget Review

## **June 11**

Contracted Services Research

## **July 9**

City Services Contract review  
Budget Direction

## **August 13**

Contracted Services Presentation  
Quarterly Operations Statistical Review  
Quarterly Budget Review

## **September 10\* Additional meeting time?**

Preliminary 2013 Program and Fees Review

## **October 8**

Pre-Construction/Development Status/Projected Construction Timeline  
Preliminary Budget

## **November 13**

2013 Program and Fees Review  
Construction Status Update/Project Timeline  
Quarterly Operations Statistical Review  
Quarterly Budget Review

## **December 10**

Adopt 2013 Budget  
Construction Status Update/Project Timeline

**OTHER:** Build relation w/ TSD, Marketing