

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Dennis Robertson, TPMPD Commissioner

DATE: February 26, 2014

SUBJECT: Resolution to form an Executive Director Committee

ISSUE

Should the TPMPD establish an Executive Director Committee?

FINANCIAL IMPACT

None

BACKGROUND

The Board of Commissioners reviewed a proposal at their January 2014 meeting to establish an Executive Steering Committee. A vote by the Commissioners recommended that the proposal should be put to forward as a Resolution. In the interim, the name "Executive Director Committee" was found to be a more accurate reflection of the committee's charge.

DISCUSSION

The TPMPD Board of Commissioners would like to provide a governing body and sounding board to support the position of Executive Director. The proposed committee would have four members: the sitting Board President, the Clerk of the Board, another Commissioner (to be determined) and the Executive Director.

RECOMMENDATION

The Board of Commissioners is asked to consider adopting a new resolution that establishes an Executive Director Committee. Additionally, the Board is asked to consider and select a fourth member of the committee.

ATTACHMENTS

--Resolution to establish an Executive Director Committee

ATTORNEY ACTION: Yes ___ Reviewed _____ Not Reviewed

RECOMMENDED ACTION:

Motion to approve Resolution ___ authorizing the creation of the Tukwila Pool Metropolitan Park District Executive Director Committee.

Motion to appoint _____ to serve as the fourth member on the Executive Director Committee

Tukwila Pool Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT EXECUTIVE DIRECTOR COMMITTEE.

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District (TPMPD) wish to provide a governing body to the TPMPD Executive Director; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners desires to approve and authorize the Executive Director to take necessary time sensitive actions while awaiting full TPMPD Board approval; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners would like to support the Executive Director in carrying out the duties described in the position description; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners desires to assist the Executive Director in ensuring that the pool meets the needs of the community;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Tukwila Pool Metropolitan Park District Executive Director Committee is established. The Tukwila Pool Metropolitan Park District (TPMPD) Executive Director Committee is hereby established and will consist of four appointed members including the Executive Director, the current sitting TPMPD President, the current sitting TPMPD Clerk of the Board, and an additional Board Member selected by the Board of Commissioners. If the President or Clerk is not available, another Board Member may be appointed by the Board of Commissioners.

Section 2. Responsibilities and Duties of the Executive Director Committee. The Executive Director Committee will provide review and oversight to issues brought forward by the Executive Director. Issues may include, but are not limited to: 1) TPMPD policies and operating procedures, 2) budgeting and financing, 3) health and safety, 4) TPMPD administration. The Executive Director shall facilitate and be responsible for setting the Executive Director Committee meeting agendas and keeping all necessary correspondence and notes. The other committee members are responsible for attending meetings and providing input, guidance and consensus. In addition, they are responsible for: providing direction and authority to the Executive Director for time sensitive issues, acting as a sounding board for issues, and assisting in identifying agenda items for subsequent Executive Director Committee meetings.

Section 3. Meetings of the Executive Director Committee. The normal frequency for meetings will be no less than monthly. Dates, time and length of meetings shall be determined by the Executive Director Committee.

Section 4. Appointment Terms. Members of the Executive Director Committee shall serve a one-year term of appointment. All appointments will expire December 31st. If an appointment becomes vacant, the term of the new appointment shall be the remainder of the term. Vacancies shall be filled as soon as possible by the Board.

Section 5. Purpose. The TPMPD Executive Director Committee will:

1. Act as a sounding board to the Executive Director.
2. Approve and authorize the Executive Director to take necessary time-is-of-the-essence actions while awaiting full TPMPD Board ratification.
3. Review and interpret TPMPD pool policies, procedures and processes and/or recommend changes and additions for full Board approval as needed.
4. Provide the Executive Director with the support necessary to achieve the goals of the position.
5. Aid the Executive Director in ensuring the pool meets the needs of the community.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Kate Kruller, Clerk of the Board

*De'Sean Quinn, President,
Board of Commissioners*

APPROVED AS TO FORM BY:

Brian Snure, Commission Attorney

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____