

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director

DATE: December 6, 2011

SUBJECT: Citizens Pool Advisory Committee

ISSUE

It is the desire of the Tukwila Pool Metropolitan Park District Board of Commissioners to have continued community support and involvement with the district through the formation of a Citizens Pool Advisory Committee.

BACKGROUND

The recent success of establishing the Metropolitan Park District can be largely attributed to the efforts of an active Committee of Tukwila citizens. It has been determined by the Board of Commissioners that a Citizens Pool Advisory Committee would be a good method to continue to build upon community participation and support for the pool. The Citizens Pool Advisory Committee can be utilized to gain insight and advice from the community on various issues regarding the operations, programs and promotion of the Tukwila Pool

Attached is a draft resolution for the Board of Commissioners to consider. Items of discussion include but are not limited to:

- Appointment process
- Term Length
- Duties
- Powers
- Meeting Frequency

DISCUSSION

Below is a summary of the attached Resolution in general terms:

The TMPD is creating a Citizens Pool Advisory Committee that consists of five members at-large with two year terms. Interested potential members will complete an application and selected individuals may participate in an interview process. Successful applicants may be appointed by the Board President and confirmed by a majority vote of the Board. A Commissioner may be appointed as a non-voting liaison to the Committee. The Advisory Committee will adopt bylaws, vote to establish a chairperson and vice-chairperson and meet at least on a quarterly basis to make recommendations and advise the Board. The Committee may be delegated items by the Board or the Committee may choose to consider items of interest on their own regarding the operations, programming and promotion of the Tukwila Pool and its services.

A fair amount of time should be given to publicize the formation of the Citizens Pool Advisory Committee. Each interested person will need to complete a volunteer application; it is recommended that the City of Tukwila volunteer form and process be followed. It is anticipated that the application, review and appointment process could be accomplished so the Committee could start meeting in the first quarter of 2012.

If there is Board consensus on the intent of the Citizen Pool Advisory Committee as outlined in the summary above, the Board may want to provide final direction on two issues that have alternates that may need further discussion.

Issue 1 - Board Representation:

The non-voting liaison representing the Board may be an automatic representation from established Commissioner positions like, past president, current president, current clerk or it could be appointed from any interested Commissioner.

Recommendation for Issue 1 – Board Representation: It is recommended that the past president be the automatic Board Representative to the Citizens Pool Advisory Committee.

Issue 2 - Community Representation

The Representative Membership could be from citizens only or a combination of citizens and Tukwila business owners. A more diverse Committee of people brings a different perspective and are more likely to provide recommendations for Tukwila Pool with the general population in view.

In addition to citizen and business representation, the Board may want to consider having representatives from the Tukwila School District, pool sports teams, seniors or youth on the Citizens Pool Advisory Committee. If additional representation is desired, then it may be appropriate to increase the Advisory Committee to seven (7) members.

Recommendation for Issue 2 – Community Representation: It is recommended to utilize a combination of five (5) Tukwila Citizens and/or Tukwila Business owners as representatives on the Citizens Pool Advisory Committee.

RECOMMENDATION

Approve the Draft Resolution for establishing a Citizens Pool Advisory Committee.

ATTACHMENT

Draft Resolution

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA METROPOLITAN PARK DISTRICT CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the citizens of Tukwila voted in August 2011 to create the Tukwila Metropolitan Park District by 63% approval; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires the on-going involvement and participation of community members as an essential component toward achieving the goals of the District; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners has determined that a Citizens Pool Advisory Committee is necessary and pertinent for the future success of the Tukwila Metropolitan Park District (TMPD); and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires to solicit advice and recommendations from the Citizens Pool Advisory Committee regarding policy, budget and operations; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners and the members of the Citizens Pool Advisory Committee, by the creation of the Committee herein, recognize that the Committee shall serve in an advisory capacity and, while the Commission shall thoroughly consider the recommendations of the Committee, the Commission is not required to implement them;

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

Section 1. Citizens Pool Advisory Committee Established. The Tukwila Metropolitan Park District Citizens Pool Advisory Committee is hereby established and will consist of five members selected from citizens and/or Tukwila business owners who shall be appointed by the Tukwila Metropolitan Park District Board of Commissioners, subject to confirmation by a majority vote of the Board. A formal process of selection shall include application to and review by the Board of Commissioners President. Appointments shall be made for the position and shall be selected without respect to political affiliations, race or sex. One Board Commissioner may be appointed as a non-voting liaison to the Citizens Pool Advisory Committee.

Section 2. Appointment Terms. Members of the Citizens Pool Advisory Committee shall serve a two-year term of appointment. Initial terms will include two one-year appointments and three two-year appointments, and all terms thereafter shall be two-year appointments. All appointments will expire December 31st of the last year of the term. If an appointment becomes vacated, the expiration of the term of the appointment shall be to fill only the expired position of such term. Vacancies shall be filled for unexpired terms as soon as possible. Staffing shall be provided as directed by the Tukwila Metropolitan Park District President and in cooperation with the Mayor's Office.

Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business, and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 4. Officers. Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

Section 7. Purpose. The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting standards for such gifts.
6. Render any other advice and assistance related to aquatics services.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2011.

ATTEST/AUTHENTICATED:

*Verna Seal, Clerk of the Board
Commissioners*

Allan Ekberg, President, Board of

APPROVED AS TO FORM BY:

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

Lisa M. Marshall, Commission Attorney