

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Jennafer Price Cargill, MPD Executive Director

DATE: January 22, 2014

SUBJECT: Executive Director's Report

ISSUE

Update on MPD administrative operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

This will be the first report to the Board by the newly hired Executive Director.

DISCUSSION

Start date was January 6, 2014. As of Jan 16, the following has been accomplished:

- Workspace was designated for morning/office hours at the Tukwila Pool site
- Operational needs were assessed and a request was submitted for purchasing authority
- Attended Jan 11 TPAC meeting
- Support materials for monthly MPD meeting were provided to City Clerk
- Informational meetings were held with:
 - Rick Stills, Parks & Recreation Director
 - Amy Kindell, Aquatics Program Specialist
 - Mary Miotke, IT Director
 - Vicky Carlsen, Deputy Finance Director
 - Stephanie Gardner, Parks & Recreation Analyst
 - De'Sean Quinn, MPD Board President
 - David Cline, City Administrator
 - Allan Ekberg, MPD Commissioner
 - Joe Duffie, MPD Commissioner
 - Dennis Robertson, MPD Commissioner

RECOMMENDATION

None

ATTACHMENTS

None